

Staff and contractual staff are authorized to bring the following property into the facility without special authorization from the Facility Head:

A. Approved Personal Property:

The following property may be authorized to be brought into a facility by the facility's operational procedures without special authorization from the Facility Head:

1. Jewelry as authorized in Policy 04-03-109, "Grooming Standards for Department of Correction Staff."
2. One (1) pair of sunglasses as authorized in Policy 04-03-109.
3. Maximum two (2) packs gum, candy, cough drops, breath mints, etc.
4. One (1) billfold, wallet not to exceed 4" x 8" or to protrude from the pocket.
5. One (1) handkerchief or one (1) travel size package of facial tissues, white only.
6. Currency not to exceed \$40.00.
7. One (1) comb, hairbrush, hair pick, not visible from pocket, no metal or sharp ended objects
8. One (1) chapstick, lip gloss or balm
9. Hygiene products including feminine hygiene products, toothpaste, tooth brush or a small personal hygiene bag no larger than 4" x 8".
11. Two (2) pens or pencils
12. Briefcase approved by Facility Head.
13. Extra clothing due to inclement weather may be allowed by Custody Supervisor only during emergency (weather)
14. One (1) umbrella.
15. One (1) notebook.
16. Disposable beverage container, with lid.
17. Reading materials shall only be job related.
18. Food items must fit into a bag/lunchbox and should be no more than will be consumed during the work period and must be in a clear container for easy inspection. Food items cannot be in restaurant container/wrapping (e.g., styrofoam containers, cardboard containers, sandwich wrapping paper, etc.)
19. Commercially purchased food items, such as frozen meals, snacks, granola/cereal bars, etc., must be in sealed packages that staff can inspect to ensure that the wrapping has not been broken. If the staff person inspecting the item

questions the seal, then the item will not be allowed into the facility.

20. Beverages, maximum limit six (6) unopened, non-alcoholic, plastic bottles (24 ounces or less) or six (6) - 12 oz. loose cans, (cannot be in a cardboard case without the written permission of the Superintendent for special occasions). If the staff inspecting the items has reason to believe that the bottles or cans have been tampered with or the seal is broken in any manner, the bottles or cans in question will not be allowed into the facility."

Staff and contractual staff shall not be permitted to bring any other property into the facility without the written approval of the Facility Head or designee. The Facility Head or Custody Supervisor may grant written approval for additional items on an as needed basis.

B. Other Authorized Property

In addition to the approved personal property included in the attached list, staff is to take special consideration with certain types of property. Staff is to adhere to the following:

1. Electronic Devices:
  - a. Only State of Indiana or Indiana Department of Correction issued electronic devices may be taken into the facility. All other, state/non-state-owned electronic devices must be justified and approved by the Facility Head in writing in accordance with these administrative procedures. All authorized devices shall be logged in, visually inspected, and logged out upon exit.
  - b. Staff assigned to Emergency Response Operations teams (SERT, E-Squad, K-9, etc.) who have been issued state-owned pagers shall be permitted to wear these pagers into the facility.
  - c. Staff of the Department's Division of Technology Services (TSD) or staff of the Indiana Office of Technology (IOT) entering Department facilities in conjunction with their employment shall be permitted to carry blackberries, cell phones and/or PDAs into the facilities in order to communicate with other technical staff.
  - d. Attorneys, their representatives or other visitors may be permitted to bring recording equipment into the facility with prior written approval from the Facility



- Head; however, they shall not be permitted to bring cellular telephones or pagers into the facility.
- e. If the Facility Head approves staff to take any electronic devices into the facility other than state-owned devices, the Facility Head shall provide the staff person with a written approval and shall provide a copy of the approval to the entrance/exit post.
  - f. If the staff person is allowed to take a cellular telephone or other electronic device into the facility, staff at the front entrance/exit shall ensure that the staff person has the same electronic device in his/her possession when leaving the facility.
  - g. If any person is found to be in possession of or attempting to bring in a cellular telephone or other electronic device (accidentally or intentionally) into the facility, a REPORT OF INCIDENT shall be forwarded to the Shift Supervisor. This report may be used to establish patterns in behavior. A determination shall be made as to whether the cellular telephone has been authorized; if not, the person shall be advised that they will not be allowed to enter the facility with the cellular telephone or electronic device. They may be allowed to return to their vehicle and store the cellular telephone in their vehicle before entering the facility.

2. Medication:

- a. Staff (Including Contractual Staff)

Fitness for Duty

It is the responsibility of staff to notify their immediate supervisor whenever they are taking any medication or substance, prescription or non-prescription, that may render them unfit for duty or that may impair their abilities to perform their assigned duties, including operating a motor vehicle or other equipment. If a staff person has been prescribed a controlled substance for use during either duty or non-duty hours which may be active during the time the staff person is on duty, the staff person is required to notify his/her immediate supervisor and the Facility Head. The Facility Head or designee shall determine on a

case-by-case basis whether any duty restrictions are necessary or whether the staff person will not be permitted to work that duty shift.

(1) Prescription Medication

Staff shall be permitted to bring prescription medication into the facility. Staff shall be responsible for ensuring that their immediate supervisor has been made aware that they must bring prescription medication into the facility. Prescription medication brought into the facility must be in the original dispensing container and must be kept securely in the control of the staff person at all times. Staff

shall only bring the amount of medication necessary for the current shift and that which may be needed for one (1) additional shift.

Narcotics or psychotropic medications or controlled substances shall not be permitted in the secured area of the facility. (NOTE: These types of medication may be identified on the original dispensing container's label by the legend "Caution: Federal Law prohibits the transfer of this medication") If any of these medications are required for medical care, the medication must be stored securely in a location designated by the Facility Head outside of the secured perimeter and away from all offender access. These medications must be stored in a locked area outside the secured perimeter of the facility, such as in the staff person's vehicle or in a staff locker.

If injectable medication is required during a staff person's duty hours, such as insulin for diabetics, the staff person must notify his/her immediate supervisor and the Facility Head of the need to carry this medication and syringe. The staff person shall be permitted to carry the number of syringes and the associated medication as long as they are kept under complete supervision by the employee and no offender is permitted to have access to them.

Staff who must use injectable medication is required to remove the syringe from the facility when leaving the facility or, with the approval of the Facility Head and Health Care staff, the staff person may provide his/her own small "sharps" container for the disposal of the syringes. These small "sharps" containers shall be stored in a secure area as directed by the Facility Head. The facility will dispose of these containers when they are full in the same manner that the facility disposes of its "sharps" containers.

(2) Over-the-Counter (OTC) Medications

Staff may bring a limited quantity of OTC medications into the facility. OTC medications brought into the facility must be in a unit dose or unit of use packaging. Staff shall only bring the amount of medication that may be needed for a 16 hours period.

Non-prescription inhalers shall not be permitted in the facilities.

It shall be the responsibility of the staff person to ensure that offenders will not have access to the OTC medications. It is not necessary for staff to inform their immediate supervisors that they have an OTC; however, the OTC is to be shown to Custody staff when clearing security perimeters.

b. Non-Department Staff

Persons who are not Department staff shall not be permitted to bring medication into the facility, unless the medications are life saving or life sustaining (e.g., Nitroglycerin pills for heart patients, Oxygen bottle, bee sting kits, etc.) Non-staff persons attempting to enter the facility with any form of medication shall be advised that they will not be allowed to enter the facility with the medication. They shall be permitted to leave the facility to dispose of the medication in an appropriate manner, such as storing it in their vehicle.



Staff shall note when non-Department staff are permitted to take life-saving or life-sustaining medication into the facility. Staff shall ensure that the medication is taken out of the facility when the visitor leaves.

With approval of the Facility Head or designee, vendors, volunteers and visitors who will be in the facility for lengthy periods of time (e.g., in excess of three (3) hours) shall be permitted to bring non-narcotic or non-psychotropic prescribed medication into the facility. In these cases, the person shall bring no more medication that is required for the time period that he/she will be in the facility.

c. Bags, Containers, Pouches:

Staff and visitors shall be limited in the property that they may carry into the facilities. Staff, including contractual staff, may carry tote-bags into the facility to carry approved personal property. Preferably, the bags used by staff will be clear or see-through in order to speed the check-in process and help to maintain security; however, a clear or see-through bag is not required. The bag should only be large enough to carry the approved personal property items and fit neatly in the staff persons working area in a secure manner. The tote-bag shall be no larger than 14"x14"x10". All property, including food and beverages must fit into the staff person's bag. Staff at the facility entrance/exit areas shall ensure that anything that a staff person brings into the facility fits into the bag. Entrance/exit staff shall search all bags to ensure that no prohibited property or contraband is brought into the facility.

During special occasions, the Superintendent/designee may authorize staff to bring in items that will not fit into the staff person's bag with the rest of the staff person's personal property (e.g., food items for approved pitch-in meals or for other special occasions). In these cases, the Superintendent/designee shall ensure that staff at the front entrance/exit is given written authorization (i.e., gate release) permitting the staff person to enter the facility with the additional property.

Unless authorized by the Superintendent/designee wheeled conveyances are prohibited.

A single "extra bag" shall be authorized for Unit Team personnel, CMS, and facility librarians. The bag shall be for the conduct of professional duties only and shall not be used to store or transport personal property. The "extra bag" shall be for on-site use only and shall remain secured in the person's office when not in use. All other staff requiring the use of "extra bags" inside the secure perimeter must have the written approval of the Superintendent/designee. If staff that have been authorized a separate bag do not have permanently assigned office space, the bag can be secured in an approved facility locker or transported in/out daily. Back Packs are not authorized for use at this facility. Any staff member needing the assistance of a wheeled cart must have a gate release issued by the Superintendent or the Assistant Superintendent of Operations. This gate release will be kept at visitor processing and must also be retained with the wheeled cart.

### 3. Items to Accommodate a Disability

The Facility head may make necessary accommodations for visitors who have a verified special need (disability). If the Facility Head believes that the facility cannot make the necessary accommodations due to the limited resources of the facility or because of potential breach in the safety and security of the facility, the request for the accommodation may be denied.

SECTION 01105  
REQUIREMENTS FOR PERFORMING WORK IN INDIANA PENAL INSTITUTIONS

PART 1 - GENERAL

1.1 USE OF PREMISES

- A. Use of Site: Limit use of premises to work in areas indicated. Do not disturb portions of site beyond areas in which the Work is indicated.
1. Limits: Confine construction operations to project site identified in the construction documents.
    - a. Materials, equipment and tools may be stored in the Mechanical Room as long as they are in a secure, locked gang box or comparable container.
  2. Owner Occupancy: Allow for Owner occupancy of the building and site. All contractor operations shall be coordinated with the Owner and the Facility at weekly meetings to be held on Monday morning (or other designated day), unless such dates fall on legal holidays.
  3. Driveways and Entrances: Keep driveways and entrances serving premises clear and available to Owner and Facility Employees, and emergency vehicles at all times. Do not use these areas for parking or storage of materials.
    - a. Schedule deliveries to minimize use of driveways and entrances: Deliveries shall be via the drives designated by the Facility. Schedule deliveries to minimize space and time requirements for storage of materials and equipment on-site.
- B. Use of Existing Building: Maintain existing building in a weather-tight condition throughout construction period. Repair damage caused by construction operations. Protect building and its occupants during construction period.
- C. Noise Restrictions: Work which causes noise (i.e. hammer, drills, powder-actuated fasteners, core drilling, etc.) to be heard within the building shall not be allowed except during the standard hours of the workday. The Contractor shall coordinate the work schedule with the Owner and the Facility, at weekly meetings in advance of needed supervision and support personnel.

1.2 WORK PERFORMANCE CONDITIONS

- A. The Work of the Contract will be performed under Security Conditions. The following provisions comply:
1. BASIC INFORMATION
    - a. The work under this contract will be performed on the premises of a Security Facility. The Facility shall provide and maintain security to safeguard workers during the completion of the work of this Contract. Prior to beginning any work, the Contractor shall consult with the Superintendent of the Facility and



his staff to be advised on the rules and regulations required for the complete security of the Facility. Each Contractor shall instruct all subordinates, subcontractors and materials suppliers of the security requirements before they begin their portion of the Work.

- b. The Facility may require other security provisions in addition to those listed in this Section. These additional security provisions are to become a part of this contract just as if they were listed herein.

## 2. EMPLOYEE IDENTIFICATION

- a. Each Prime Contractor shall provide the Owner and the Facility with a complete list of all persons duly authorized to perform work on the project, including all subcontractors and employees, and only those persons will be admitted into the Facility. All construction workers may be finger printed. The Facility may issue temporary identification cards, copies of which will be kept by security personnel at the Facility entrance if issued. Each worker may be required to sign an "in and out" card every time he enters or leaves the Facility. Identification must be worn and visible at all times.
- b. The facility will conduct background checks of all contractor personnel.

## 3. SEARCHES

- a. This is a SMOKE FREE FACILITY. No smoking or tobacco chewing will be permitted on the facility grounds anywhere.
- b. No contraband such as tobacco products, liquor, controlled substances, firearms, ammunition, electronic devices or similar items may be brought into the Facility. The Facility may require a contractor's employee who violates the prohibition on contraband to be removed from the site and not permitted to return. The Owner/Facility may find the Contractor in breach of the Contract for violating the contraband provision contained herein. Prior to commencing work on the project, contractor's employees must sign a form stating that they have read and received instructions concerning the prohibition of contraband, the security measures to be followed while working within and around the Facility and the consequences for failing to comply with these requirements.
- c. This form is titled "*Some Laws Governing Conduct In Penal Facilities In The State Of Indiana*" and is included at the end of and is a part of this section.
- d. Trafficking contraband is criminal activity that can result in prosecution.

## 4. REMOVAL OF WORKMEN

- a. The Owner or Facility may, with cause, require the contractor to remove any workman from the project suspected or caught violating these security procedures.

## 5. TOOLS, TOOL CONTROL AND CLOTHING

- a. All Contractor vehicles and equipment (e.g. trucks, cranes, air compressors, etc.) entering the Facility shall have a vehicle clearance form issued by the facility. Fuel driven vehicles and equipment entering the Facility shall have locked gas caps.
- b. Tool Storage: With the approval of the Facility, the Contractor may move on site a trailer or shed for a temporary office for tool storage. This trailer or shed will be located outside the secure perimeter of the Facility if allowed.
- c. All tools brought on the Facility site, equipment on vehicles and tools/equipment taken into the secure perimeter of the Facility shall be listed in a manifest with copies provided to Security Personnel. The inventory manifest shall be left at a designated gate to verify that all tools are accounted for when leaving and when the Work of this Contract has been completed.
- d. All tools shall be accounted for at the close of each day. Cutting torch heads, gasoline, oxyacetylene tanks must be brought inside the perimeter each morning and removed from inside at the end of each working day. Gas, tanks, cutting torch heads must be.
- e. All changes to tool inventory shall be addressed by changing the tool manifest filed with the Owner/Facility. The contractor is responsible for the proper storage of tools and equipment within the Facility.
- f. All broken tools shall be reported and all pieces accounted for.
- g. The tool shed(s) provided by the contractor(s) shall be securely locked and keys carried by the employee in charge of supervision.
- h. Tools brought into the Facility shall be locked in gang boxes and secured at all times when not in use.
- i. Missing tools and equipment shall be reported to security staff immediately.
- j. All clothing not being worn shall be locked in the shed.

NOTE: Any item, regardless of appearance, can become useful to an inmate and a threat to security. They will take it in a fraction of a second.

BE ALERT.

#### 6. CLASS "A" TOOLS

- a. Class "A" tools are considered a threat to Facility security.
- b. All Class "A" tools shall be secured in locked gang boxes or secure construction trailers at all times when not in use. The following list describes tools classified as Class "A" by the Department of Correction:
  - 1) Abrasive grinding wheels.
  - 2) Axes and hatchets
  - 3) Crow bars.
  - 4) Pinch bars (over 12 inches in length).
  - 5) Bolt cutters, cables and chains.
  - 6) Metal cutting chisels.
  - 7) "C" clamps (8" and over).
  - 8) Files and rasps.
  - 9) Portable grinders.



- 10) Air and electric hammers.
- 11) Sledge hammers or other hammers over four (4) pounds.
- 12) Portable block and tackle, come alongs, etc.
- 13) Ice picks.
- 14) Portable jacks.
- 15) Ladders (10 feet and over). All extension ladders.
- 16) Pipe and tube cutters.
- 17) Gear wheel pullers.
- 18) Ropes.
- 19) Metal cutting saw blades.
- 20) Shears and scissors. (8 inch blades and over).
- 21) Tin snips (8 inches overall length and over).
- 22) Cutting torch heads.
- 23) Portable braces.
- 24) Wrenches (over 18 inches in length).
- 25) Security fastener tools.
- 26) All knives.
- 27) Box cutters/razor blades.

- c. "Powder activated" tools using gunpowder charges will be allowed on the construction site at the discretion of the Superintendent of the Facility. These tools are considered a security threat and very close supervision of both the tool and the charges is required. Such tools and charges shall be maintained on site only when use is necessary for that particular time period.
- d. Any Class "A" tools found unsecured or unsupervised may be impounded and held in the Facility Superintendent's office until such time as the Contractor's superintendent meets with the Facility Superintendent or his designated staff to retrieve such items.

## 7. VEHICLE USE

- a. A designated area will be arranged for the contractor's personnel to park their vehicles. **PARK ONLY IN THE AREA DESIGNATED FOR THE WORK OF THIS CONTRACT.** Parking in unauthorized areas will result in towing.
- b. All cars, trucks, and other vehicles shall be locked at all times, including ignition, gasoline filler cap, trunk, and all doors. All contraband shall be removed from any vehicle entering this Facility.
- c. Delivery vehicles will be immediately loaded or unloaded by the Contractor and removed from the Facility.
- d. Heavy duty equipment is to be removed from inside the secure perimeter at the end of each day.
- e. The speed limit within the Facility is 15 miles per hour. This speed limit will be strictly enforced.
- f. No personal vehicle will be allowed inside the secure perimeter of the facility or on the perimeter security road.



8. CONTACT WITH INMATES

- a. A worker shall at no time talk to, signal whistle, or in any way attract the attention of any inmate and shall restrict his/her movements to the project area. Workers shall not come to the job under the influence of intoxicants or drugs. Nothing shall be taken from or given to an inmate. Inmates are not to help workers in any way. It will be the worker's responsibility to notify their superior or a Facility official of all unusual happenings pertaining to the inmates.

9. FACILITY STAFF

- a. Facility personnel's primary function is to assure security. Any activity that detracts from this duty represents a security threat to the Facility staff, the Contractor, Construction personnel and the Community. Therefore, the Contractor/workers shall not engage Facility personnel in conversations or the performance of any work of this contract unless authorized in writing by the Facility Superintendent.

10. TOILET FACILITIES

- a. The Facility will designate hand washing and toilet facilities. It is the preference of the Owner/Facility that contractor's personnel utilize the temporary facilities placed outside the secure perimeter of the Facility, at the expense of the Contractor. Temporary toilet facilities may be allowed in the staging area if authorized by the Facility Superintendent.

11. EMERGENCY AID

- a. The Facility is not expected to furnish medical aid or treatment to any injured construction worker, but, in the event of an emergency, Facility personnel will give aid only if properly trained staff are on duty and available. Otherwise the Facility will contact medical emergency personnel.

1.3 OCCUPANCY REQUIREMENTS

- A. Full Owner Occupancy: Owner/Facility will occupy site and existing building during entire construction period. Cooperate with Owner/Facility during construction operations to minimize conflicts and facilitate Owner/facility usage. Perform the Work so as not to interfere with Facility's operations.

1.4 SOME LAWS GOVERNING CONDUCT IN PENAL FACILITIES IN THE STATE OF INDIANA

- A. IC 35-44-3-9

"A person who, without the prior authorization of the person in charge of a penal facility, knowingly or intentionally:

1. delivers, or carries into the penal facility with intent to deliver, an article to an inmate of the facility; or
2. carries, or receives with the intent to carry out of the penal facility an article from an inmate of the facility; commits trafficking with an inmate, a Class A misdemeanor. However, the offense is a:
  - a. Class D felony if the article is a controlled substance; and
  - b. Class C felony if the article is a deadly weapon.”

B. IC 7.1-5-10-16

“It is a Class C Infraction for a person to furnish an alcoholic beverage to a person confined in a penal facility. It is unlawful, also, for a person who has charge of a penal facility to knowingly permit a prisoner confined within his jurisdiction to receive an alcoholic beverage unless it has been prescribed by a physician as medicine for the prisoner.”

1. A person who commits a Class C Infraction shall be fined up to \$ 500.00.
2. A person who commits a Class A misdemeanor shall be imprisoned for a fixed term of not more than one (1) year and may be fined up to \$ 5,000.00.
3. A person who commits a Class D felony shall be imprisoned for a fixed term of two (2) years and may be fined up to \$ 10,000.00.
4. A person who commits a Class C felony shall be imprisoned for a fixed term of five (5) years and may be fined up to \$ 10,000.00.

C. Acknowledgement and Certification of Requirements for the Pre-Bid Site Visit and the Successful Bidder. This form must be signed at the time of the pre-bid site visit and later by the successful Contractor, contractor’s personnel and all subcontractors and suppliers.

1. I, the undersigned, have read and understand the requirements of Section 01105, including the above laws. I recognize the potential danger of contraband of any nature entering or leaving the penal facility where I will be visiting/working. I hereby consent to a search of my person, my vehicle or my personal property during any time I am present on the property of the penal facility.

VISITOR/VENDOR/CONTRACTOR

WITNESS

\_\_\_\_\_  
Printed Name of Visitor

\_\_\_\_\_  
Printed Name of Witness

\_\_\_\_\_  
Signature of Visitor

\_\_\_\_\_  
Signature of Witness

\_\_\_\_\_  
Date