# SECURITY REQUIREMENTS FOR CONTRACTORS ON RIKERS ISLAND AND BOROUGH FACILITIES

All contractors and their employees including sub-contractors must comply with all security and traffic regulations instituted by the Department of Correction.

For the purpose of these security requirements, sub-contractors and their employees shall be considered employees of the contractor. Contractors are responsible for informing all subcontractors of these requirements. When the term contractor is used herein it shall mean contractor and sub-contractor.

## S1: IDENTIFICATION OF EMPLOYEES

1. All contractors and their employees who have authorized business at a DOC facility are required to report for identification and approval at established security control points.

2. Each contractor shall furnish its employees with an identification (ID) card. The ID card shall be standard size (approximately 2 inches by 3 inches), laminated and furnished with either a clip or light chain so that it may be secured to the person wearing it. The ID cards shall be sequentially numbered and contain the following:
   - The company name;
   - A recognizable photo of the employee;
   - The employee's printed name and signature; and
   - Expiration date.

3. These ID cards are typically exchanged at a facility for an institutional pass when the employee enters the facility. ID cards/institutional passes must be prominently displayed and secured while the wearer is at a DOC facility. Additionally, identification must be produced upon demand of Department of Correction personnel assigned to various checkpoints, as well as security patrols.

4. The loss of any ID card or institutional pass must be reported immediately to the nearest officer on duty. The officer shall then promptly notify his/her supervisor who shall then take appropriate action.

## S2: DELIVERING MATERIAL AND EQUIPMENT TO JOB SITES

1. Contractors must obtain clearance for all deliveries to and removals from Department facilities of material and equipment. All employees reporting for business (non-delivery staff) shall arrive at the main entrance of the respective facility and abide by that facility's security procedures.

2. All vehicles and material contained therein are subject to random searches and inspections. Searches may involve the use of the Canine Unit.

## S3: CONTRACTOR'S VEHICLES

1. Drivers of contractor vehicles intending to drive to Rikers Island are directed to report to the security control point on the date and time of the scheduled delivery. The driver will be required to produce the following current and valid documents to the officer:

   i. A drivers license;

   ii. The vehicle's registration; and

   iii. Vehicle Insurance Card.

   Additionally, all occupants of the vehicle will be required to produce their employee ID cards and some form of government issued identification with photo (i.e., Driver's license) to the officer.

   Upon producing the above noted documents to the officer's satisfaction, the officer will issue the driver a vehicle access pass and allow the driver and the occupants of the vehicle access to Rikers Island.

   Note: Access to Rikers Island and/or any Department of Correction facility shall be limited to employees of the contractors (as described herein). Employees shall remain on Rikers Island and/or in the facility for only the time needed to carry out their business.

2. The vehicle access pass must be prominently displayed in the windshield inside the vehicle at all times.

3. Vehicles must be secured when not occupied. The vehicle must be turned off and the ignition key must be removed. Additionally, all windows must be closed and doors and trunks locked.

4. Vehicles are not permitted to be left at DOC facilities or on DOC Property at the conclusion of each workday.

5. Vehicle access passes and any issued DOC identification cards/tags must be turned in upon leaving Rikers Island.

6. All vehicles are subject to a search at any time while on Rikers Island or on the grounds of any DOC facility and also will be searched prior to departing Rikers Island and borough facilities. Searches will include a visual inspection of the vehicle's trunk, passenger and/or cargo compartment and the undercarriage. Additionally, all vehicle occupants will be required to produce their identification cards prior to departing Rikers Island or any DOC facility.

## S4: TRAFFIC REGULATIONS

1. Drivers shall obey all posted traffic regulations and speed restrictions.

2. Passing vehicles on the Rikers Island Bridge is strictly prohibited.

3. Drivers and the occupants of their vehicles must produce their identification at all checkpoints.

4. Drivers must yield to all emergency vehicles.

5. The maximum weight limit on Rikers Island Bridge is 36 Tons.

## S5: SECURITY PROCEDURES AND ISSUES

1. Contractors and their employees must remain within the physical limits of their work area. Contractors are forbidden to move into any other area on the Island. There is no walking permitted on Rikers Island outside of the respective work site or delivery destination.

2. Contractors, subcontractors, and their employees are forbidden to take or bring into a DOC facility, any articles for an inmate.

3. Contractors and their employees shall not contact, or communicate with or give anything to inmates.

4. Contractors and their employees shall not possess on their person any contraband as described in paragraph #7 of this section.

5. The personal vehicles of the contractor's employees are not permitted on Rikers Island or at Borough facility loading docks. No personal vehicles will be permitted to enter a DOC facility.

6.a. Food or lunch packages of the contractor's employees are subject to inspection by Department of Correction custodial personnel.

b. No food services are available to contractor's employees at DOC facilities.

7.a. Arrest and prosecution will follow violations of Sections 205.00, 205.20 and 205.25 of the New York State Penal Law, which are summarized as follows:

**SECTION 205.00.3** Contraband means any article or thing which a person confined in a detention facility is prohibited from obtaining or possessing by statute, rule, regulation or order.

**SECTION 205.00.4** Dangerous contraband means contraband which is capable of such use as may endanger the safety or security of a detention facility or any person therein.

**SECTION 205.20** A person is guilty of promoting prison contraband in the second degree when:

1. He knowingly and unlawfully introduces any contraband into a detention facility.

**SECTION 205.25** A person is guilty of promoting prison contraband in the first degree when:

1. He knowingly and unlawfully introduces any dangerous contraband into a detention facility.

b. Contraband is described as any article, the presence of which, within the prison may jeopardize safety, security and good order, or impair the moral and physical welfare of prisoners or employees, or which is prohibited by Rules and Regulations of any institution.

c. Items that are considered contraband include but are not limited to: unauthorized clothing, unattended tools, loose or unattended vehicle keys, knives, and items to be considered as such, prescription and over the counter medicines, spices, alcoholic beverages, money in the possession of inmates, tobacco and tobacco related products (see Section S7), unauthorized written communications to and from inmates that were not processed through the institutional mail rooms, unauthorized packages and carrying cases, as well as unsafe conditions of articles which in the opinion of the Warden would affect the security of the institution.

8. The introduction of electronic/recording devices into any facility without the approval of the Commanding Officer of that facility is strictly prohibited. Electronic/recording devices are defined as any type of instrument, which is designed to transmit and/or receive telephonic, electronic, digital, cellular or radio communication as well as any type of instrument designed to have sound and/or image recording or capturing capabilities. Examples of electronic/recording devices include but are not limited to: cellular or digital phones, any type of pager, two-way radio, text messaging or modem devices, cameras (digital or film), video recorders and tape or digital recording devices.

9. Any violation of the polices and procedures described herein or of any law, Departmental rule and regulation or institutional policy or procedure may result in criminal prosecution (when applicable) and /or the violating individual being banned from future access to Rikers Island or any Departmental facility.

## S6: CONDUCT OF CONTRACTORS AND THEIR EMPLOYEES

1. The New York City Department of Correction has a zero tolerance policy with regard to sexual abuse and sexual threats directed at inmates in its custody. **No one** is allowed to have sexual contact with any person who is incarcerated. Other inmates and staff are prohibited from asking, demanding, forcing or participating in a sexual act with an inmate. This applies to EVERYONE including contractors, vendors, volunteers and employees of other agencies who work in the jails

2. Rikers Island and all Department of Correction facilities are secure facilities. Any person working within secure areas shall exercise extreme caution at all times. Each contractor and its employees must comply with the following security regulations of the Department of Correction:

   a. Personal identification must be produced on demand by the Department of Correction personnel assigned to checkpoints and security patrols.

   b. Employees must remain in the area of their work assignment.

   c. Employees shall not bring any article, letters, notes or messages on the premises for the purpose of giving them to an inmate.

   d. Employees shall not take any article, letters, notes or messages from an inmate to any other person including another inmate.

   e. Employees shall not bring alcoholic beverages (beer, wine or liquor) on the premises at any time. Nor shall employees bring drugs or medicines except those required to stock the first aid cabinets in the contractor's field offices.

   f. Contractors and their employees are prohibited from burning and/or dumping any refuse, debris or rubble on Department property.

   g. When one person engages in conduct, which constitutes a criminal offense, another person is criminally liable for such conduct when, acting with the culpability required for the commission thereof, he or she solicits requests, commands, importunes, or intentionally aids such person to engage in such conduct.

## S7: SMOKING PROHIBITION

1. The Department of Correction maintains a smoke-free environment in accordance with Local Law 47 of 2002, the Smoke Free Air Act which prohibits smoking in public places and workplaces. The following restrictions and procedures apply to all contractors and their employees.

   a. The use of tobacco related products within any Department facility, office, and vehicle is prohibited;

   b. This prohibition applies to all persons, including staff, inmates, and visitors;

   c. In addition to the smoking restrictions, contractors and their employees are prohibited from introducing any type of tobacco products and lighting agents into any department premises that houses or detains inmates, or utilize inmate work details, including the entire area of Rikers Island.

      For the purpose of this document, tobacco products include but are not limited to cigarettes, cigars, pipes, loose tobacco and rolling paper. Lighting agents include cigarette lighters and matches.

2. a. Inmates are prohibited from smoking and possessing any form of tobacco products including but not limited to cigarettes, lighting agents, cigars, pipes, loose tobacco and rolling paper.

   b. Any contractor or employee providing an inmate tobacco related products shall be deemed as promoting prison contraband and shall be subject to arrest.

**NEW YORK CITY DEPARTMENT OF CORRECTION**
**Stanley Richards, Commissioner**
**Althea Samuels, Assistant Commissioner/**
**Agency Chief Contracting Officer**
**Central Office of Procurement**
**Bulova Corporate Center**
**75-20 Astoria Boulevard, Suite 320**
**East Elmhurst, NY 11370**
**Office: 718-546-0690**
**Fax: 718-278-6205**

Dated: _____

RE: Security Requirements

Dear Vendor:

All current Department of Correction contractors are required to acknowledge receipt and full compliance of the Agency's current "Security Requirements", which is attached to this memorandum. You have ten (10) days from the date of receipt of this letter to return the signed acknowledgment. Failure to do so may cause the Agency to commence contract termination procedures.

Please contact Althea Samuels at (718)546-0690 if you have any questions. I may also be reached by email at althea.samuels@doc.nyc.gov. In the interim, I thank you for your full cooperation and compliance.

Yours truly,

Althea Samuels
Assistant Commissioner/ACCO

**VENDOR ACKNOWLEDGMENT BELOW**

**I hereby acknowledge receipt of the "Security Requirements".**

_____
**Vendor Name**

_____
**Vendor Representative's Name (Print)**

_____
**Vendor Representative's Signature**

_____
**Date**

# The City of New York Department of Correction

# Special Operations Division Rikers Island Security Unit

*Form SOD/RISU2*

## *CLEARANCE REQUEST AND AUTHORIZATION FORM*

*Effective 3/16/98*

SECTION #1 –

*Complete all of the required information in Sections #2, #3 and #4. Submission of a clearance request does not necessitate approval. The command receives Notification of denials via fax and/or in writing. Confirmation of approvals shall be telephonically effected as follows:*

*Wardens/Commanding Officers or Deputy Wardens shall initiate facility clearance requests. All other commands (bureaus, divisions or units) – Senior Staff Members or Commanding Officers or Executive Officers, only. It is the responsibility of each facility/command to ensure that visitors are advised of the security/safety issues of the Riker's Is. Correctional Complex (e.g.. speed limit, securing vehicles, display of ID/pass, unauthorized items)*

| *Category* | *Clearance Location* | *Telephone #* |
|---|---|---|
| *Vehicle Access/Pass* | *Construction Control Trailer* | *(718) 546-1578* |
| *Public Transportation* | *Rikers Is. Main Control Bldg.* | *(718) 546-1565* |
| *Problems/Information* | *Rikers Is. Clearance Office* | *(718) 546-1539* |

SECTION #2 – Command Requests / Escort Information

| Date Requested: | Requested By (Print Last and First Name) | Rank/Title: | Shield/ID# | Command | Telephone #: |
|---|---|---|---|---|---|
| Uniform Escort Provided? ☐ Yes ☐ No | Escort Officer (Print Last and First Name) | Rank: | Shield #: | Command: | Telephone #: ( _ _ _ ) _ _ _ - _ _ _ _ |
| Command Authorization ☒ Approved ☐ Denied | Sr. Staff/Comm. Off./Dep. Warden/Exec. Off.: | Rank/Title: | Shield/ID #: | Command: | Telephone #: |

**SECTION #3 – Clearance / Visit Information - COMPANY NAME:**

| Date of Visit: | Visitors' Full Name | Title | Visitors' Full Name | Title | Vi | Title |
|---|---|---|---|---|---|---|
| | 1. | | 6. | | 11. | |
| Estimated Time of Arrival: | 2. | | 7. | | 12. | |
| | 3. | | 8. | | 13. | |
| Agency / DOC Affiliation | 4. | | 9. | | 14. | |
| | 5. | | 10. | | 15. | |

Destinations (Check All That Apply):

☐ ARDC ☐ JATC ☐ AMKC ☐ NIC ☐ CIFM/HHP ☐ OBCC/CPSU ☐ GMDC ☐ RMSC/STEP ☐ GRVC ☐ WF/CDU

☐ Assets Management/Environmental Health ☐ Bureau Chiefs' Trailer ☐ Chapel ☐ Chief of Department's Field Office ☐ Construction Management Unit ☐ Correction Industries Div./Support Services Unit ☐ DGS (Dept. of General Svcs.) Trailer ☐ Dockhouse/Ferryboats (OBCC Annex) ☐ Firehouse/K-9 Unit ☐ Powerhouse

☐ Riker's Is Main Control Bldg ☐ Riker's Is Visitor Control Bldg ☐ Transportation Div. ☐ Shore Rd. Trailer (Specify Area/Unit) ☐ Special Operations Div. (Specify Area/Unit) ☐ Other (Specify **Location**):

Reason For Visit ☐ Construction ☐ Delivery ☐ Repair ☐ Volunteer Work ☐ Clergy ☐ Meeting ☐ Survey ☐ Other (Specify) _____

Type of Access/Pass ☐ Gate #1 Restricted ☐ East/West Parking Field ☐ Gate #2 Restricted ☐ Gate #1 Unrestricted ☐ Other (Specify) _____

**SECTION #4 – Vehicle Information**

☐ Chack Here if None *In the event the number of vehicles exceeds four (4), attach additional vehicle information on a 600ar.*

| Vehicle | Year | Make | Model | Color | License Plate | State | Vehicle Type |
|---|---|---|---|---|---|---|---|
| #1 | | | | | | | ☐ Car ☐ Van ☐ Bus ☐ Truck ☐ **Other** |
| #2 | | | | | | | ☐ Car ☐ Van ☐ Bus ☐ Truck ☐ Other |
| #3 | | | | | | | ☐ Car ☐ Van ☐ Bus ☐ Truck ☐ Other |
| #4 | | | | | | | ☐ Car ☐ Van ☐ Bus ☐ Truck ☐ Other |

SECTION #5 – FOR SOD USE ONLY:

| Date Received: / / | Reviewed By (Clearance Officer) | Rank: | Shield #: | *SOD Time Stamp* |
|---|---|---|---|---|
| Time Received: : hr. | Approved By (SOD/RISU Supervisor) | Rank: | Shield #: | |

| Final Determination ☐ Approved ☐ Denied | Type of Access/Pass: ☐ Gate #2 Restricted | ☐ Gate #1 Restricted ☐ Gate #1Unrestricted | ☐ East/West Parking Field ☐ Other (Specify) _____ |
|---|---|---|---|

Remarks: