



OKLAHOMA DEPARTMENT OF CORRECTIONS TERMS

This Oklahoma Department of Corrections Terms (“DOC Terms”) is a Contract Document in connection with the Contract awarded by the Office of Management and Enterprise Services on behalf of DOC for the Acquisition of an Offender Management System.

In addition to other terms contained in an applicable Contract Document, Supplier and State agree to the following DOC Terms:

1 Notice to Suppliers

- 1.1 Security: Contractor’s employees, agents, and representatives shall comply with all security and identification procedures at DOC facilities. DOC is responsible for alerting Contractor to these requirements prior to the commencement of work.

- 1.2 Security requirements may include, but are not limited to:
 - A. Identification: All employees, agents, and representatives of the Contractor, while working on State property, shall carry or display acceptable identification.
 - B. Vehicle Security: Drivers must turn off vehicle motors and lock cab doors whenever their truck is unattended. Trucks shall be searched prior to entry and exit, causing up to a 30 minute delay each way.
 - C. Offender Contact: Contractor’s employees, agents, and representatives shall minimize interaction with offenders or patients, and shall report any verbal contact to DOC facility security staff before leaving the site.
 - D. Subject to Search: All persons, vehicles, packages and equipment entering a DOC facility are subject to search. Persons are typically pat searched and required to clear metal detection devices. Packages, briefcases, purses, etc. searched with x-ray equipment. Drug K-9 may also be used to search persons, vehicles, packages, and equipment.
 - E. Contraband: Contractor’s employees, agents, and representatives shall not have any weapons (including jack knives or box cutters), cell phones, pagers, drugs, tobacco products or any item deemed by facility to be potential contraband. Correctional officers can hold these items for delivery drivers at the delivery sally-port and return them as the

driver exits the grounds. Any illegal items shall not be returned and shall be reported to local law enforcement.

- F.** Security Clearance: Contractor's employees, agents, and representatives who enter secure facilities shall have prior approval to enter from facility security staff, generally involving a background check to ensure that they are not convicted felons. The Contractor shall submit background check requests a minimum of two weeks prior to arriving at the facility. At the facilities discretion, Contractor shall comply with any requests to reassign a Contractor employee, agent, or representative, whether or not the Security. Contractor's employees, agents, and representatives shall comply with all security and identification procedures at DOC facilities. DOC is responsible for alerting Contractor to these requirements prior to the commencement of work.
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- H.** Identification: All employees, agents, and representatives of the Contractor, while working on State property, shall carry or display acceptable identification.
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- M.** Security Clearance: Contractor's employees, agents, and representatives who enter secure facilities shall have prior approval to enter from facility security staff, generally involving a background check to ensure that they are not convicted felons. The Contractor shall submit background check requests a minimum of two weeks prior to arriving at the facility. At the facilities discretion, Contractor shall

comply with any requests to reassign a Contractor employee, agent, or representative, whether or not the individual has passed the background check if it is determined by facility that there is a security concern.

- N. Tobacco Use Prohibited. The use of tobacco products is prohibited throughout all indoor and outdoor areas of property owned, leased, loaned or under the control of DOC, including parking lots owned or under the control of DOC.

2 Prison Rape Elimination Act (28 C.F.R. § 115.17 and § 115.77)

- 2.1 Any sexual assault or sexual misconducted or attempted sexual assault or sexual misconduct between the Supplier, its employees, agents or representative and an offender is expressly forbidden.
- 2.2 In addition, by accepting a contract with DOC, Supplier attests that no employee, agent or representative of the Supplier who may have direct contact with DOC offenders while performing the requirements of this contract has:
 - A. Engaged in sexual abuse in a prison, jail, lockup, community confinement facility, juvenile facility or other institution (as defined in 42 U.S.C. 1997f);
 - B. Been convicted of engaging or attempting to engage in sexual activity in the community facilitated by force, overt or implied threats of force, or coercion, or if the victim did not consent or was unable to consent or refuse; or
 - C. Been civilly or administratively adjudicated to have engaged in the activity described above. Any supplier who engages in sexual abuse will be prohibited from contact with offenders and will be reported to law enforcement agencies and to relevant licensing bodies.
- 2.3 Any violation of this provision will be reported to law enforcement agencies and to relevant licensing bodies and will result in the filing of criminal charges as warranted. DOC may also terminate the contract immediately when violations are found.