

Chapter 9 – Design Guides

9.7 AGENCY SPECIFIC STANDARDS AND REQUIREMENTS

9.7.3 DEPARTMENT OF CORRECTIONS AND COMMUNITY SUPERVISION (DCCS)

A. DCS GENERAL INFORMATION

1. [DCS Mission Statement.](#)
2. [New York State map locating all Correctional Facilities.](#)
3. [Facility listing and driving directions from Albany.](#)
4. For more information relating to DCS go to <http://www.docs.state.ny.us/>.
5. [DCS Facility Planner Listing](#) (internal use only) – provides information on DCS planners names, phone numbers and facilities that they are assigned.
V:\DesignAndConstr\Organization\BusinessUnit1\DCS Inquiries\DOCS Information
6. [DCS Facility Location Maps.](#)
7. [Facility Information Report](#) (internal use only) – provides information on facility address, staff names / titles and associated phone numbers:
V:\DesignAndConstr\Organization\BusinessUnit1\DCS Inquiries\DOCS Information

B. TYPES OF CONTRACTS

1. Inmate Labor Projects (See [Chapter 3 Types of Contracts](#))
2. Q Projects (see [Chapter 3 Types of Contracts](#))
3. M Projects (see [Chapter 3 Types of Contracts](#))
4. JOCS Projects
 - a. The Business Unit generally determines which projects to send to the Job Order Contracting (JOCS) program. This may occur at the OGS Team Leader meeting, at the Workload Planning meeting, or by the OGS Team Leader during design. DOCS needs assurance that they can track JOCS projects and that an accelerated schedule considers things like cell take down, other work occurring at the facility, etc.
 - b. Call the DOCS Facility Planner with an explanation that the project is a good candidate for the JOCS program. The OGS Team Leader should follow up conversation with e-mail confirming discussion with brief reasons why JOCS is the way to proceed with the particular project.

C. INITIAL SITE VISIT

1. The Project Manager shall invite the Facility Plant Superintendent, the Facility Planner and the OGS field staff to verify project intent and project scope.

2. The Project Manager shall accompany our Design Consultants on scoping trips.
3. The Project Manager should provide advance notice of scoping trips to ensure full participation during the visit.
4. The PM shall copy DOCS Director of Facilities Planning Services on scoping trip information.

D. PROGRAM PHASE

1. **Security Protocol:**
 - a. Designers need security clearances and camera approval prior to visiting any DCS facility. Carry proper identification.
2. **Program Report Cover Letters:**
 - a. Estimate over funds-w/ options
 - b. Estimate over funds-w/o options
 - c. Estimate within funds- no options
3. **Asbestos Abatement:**
 - a. Potential use of Inmate Labor on projects, verify with OGS Team Leader.
4. **Secure Perimeters:**
 - a. Penetrations through the perimeter fence (or below) need to be coordinated with the Electronics Security Team.
5. **Corcraft Industries:**
 - a. Potential involvement relating to furnishings such as dining tables, lockers, beds, cells, furniture, systems furniture, woven rod screens, etc.
6. **State Records and Documentation:**
 - a. **DCS Facility Aerial Photographs:**
Are available through BU5 OGS Site Group.
 - b. **DCS Facility Surveys:**
Hardcopy and electronic versions are available through the BU5 OGS Site Group.
 - c. **DCS Facility Key Plot Plans:**
V:\DesignAndConstr\Common\FacilityInfo\Facilities-DCS.
Once in this folder navigate to the facility folder. The Key Plot Plans for that facility is located at that file level and in the Blue Book. CADD plans are also available through the OGS Team Leader.
 - d. **Blue Books (schematic level floor plans and photographs):**
A Blue book for each facility can be found at the following location, V:\DesignAndConstr\Common\FacilityInfo\Facilities-DCS.

Once in this folder navigate to the facility folder. The Blue book for that facility is located at that file level and is formatted as *facility_Bluebook.PDF*. CADD plans are also available through the OGS Team Leader.

- e. **Red Books:**
Historical schematic level information that was replaced with the Blue Books.
7. **Standards:**
 - a. Security Standards Manual.
 - b. **DCS Directives**
 - c. American Correctional Association
Adult Correctional Institutions 4th Edition and
2010 Standards Supplement (ACA Standards) as of 7/21/10.
 - d. JCAH Accreditation - Regional Medical Units, Primary Care Clinics and Infirmaries.
 8. **Estimates:**
 - a. Contingencies for secure facilities - contractor delays and searches, tool security protocols.
 9. **OGS BU5 Physical Security Team:**
 - a. Ensures that established physical security design standards are incorporated into all projects. Standards include: locking devices, electric and mechanical locks, detention hardware, control consoles, security glazing, detention accessories, facility keying, tear dust systems and all related security issues. The security team continuously researches innovations and improvements in security technology and implements training programs focusing on security related systems and components.
 10. **OGS BU5 Electronic Security Team:**
 - a. Ensures that established electronic security design standards are incorporated into all projects. Standards include: CCTV systems, perimeter intrusion detection systems, multiplex control and monitoring systems, security lighting systems, audio surveillance systems, public address systems, and intercom system and related security issues.
 11. **Past Code Variances:**
 - a. Smoke detectors located outside of inmate cells in lieu of within cell.
 12. **Historic Preservation:**
 - a. **What is the purpose of historic project reviews?**
Office of Parks, Recreation, and Historic Preservation (OPRHP) is charged with determining the impact of design and construction projects conducted by state agencies as set forth in detail at 9 NYCRR Part 428.

OPRHP determines whether the proposed project will cause a change, beneficial or adverse, in the quality of any historical, architectural or cultural property listed on the State register of historic places, or property determined to be eligible for listing on the State register as determined by the Commissioner of OPRHP.

b. DCS projects at historic or cultural facilities

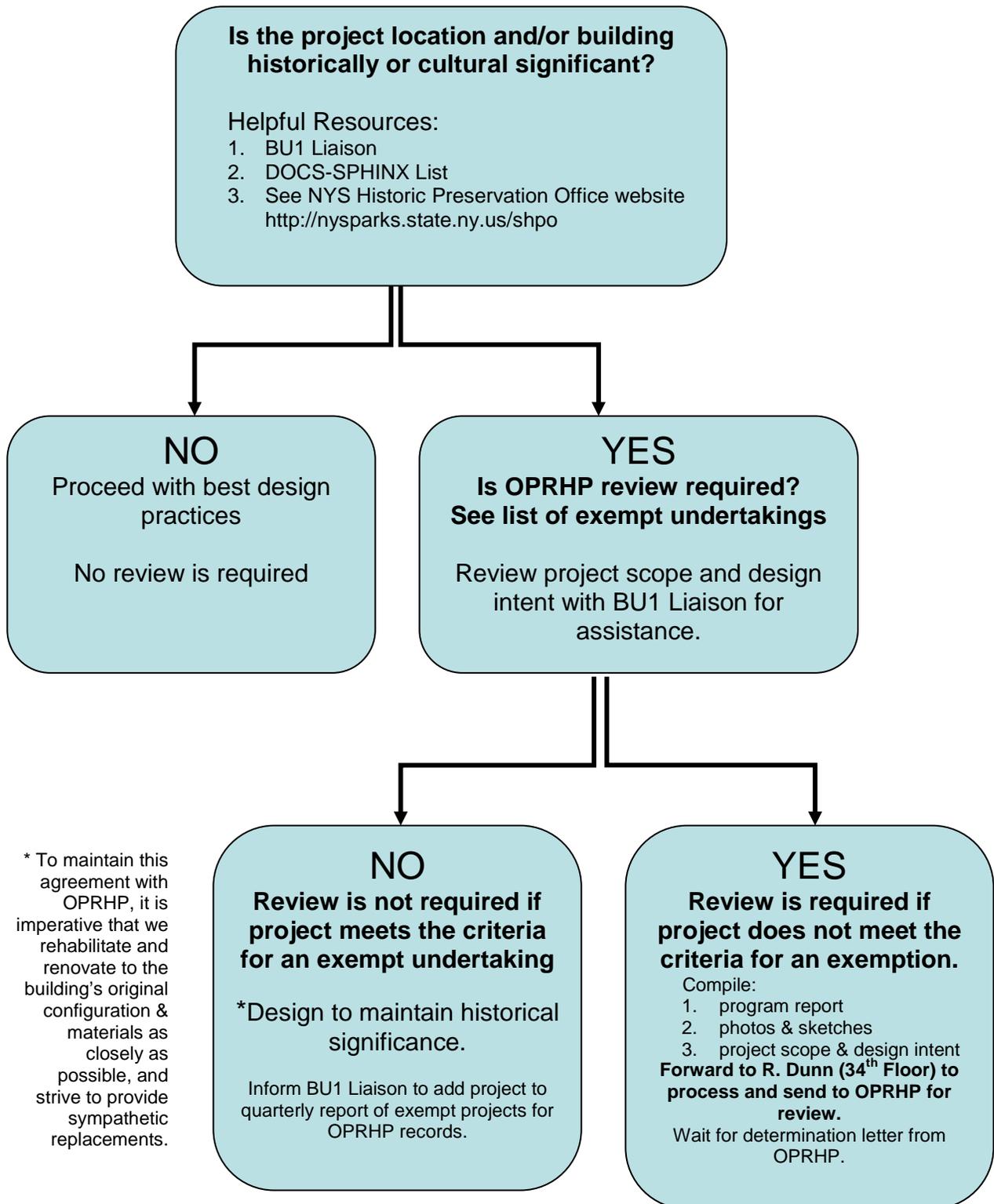
In order to improve and streamline the process of review by OPRHP on design and construction projects undertaken by OGS on behalf of DOCS at DOCS Facilities, designated categories of undertakings have been determined to be exempt from OPRHP review.

According to a Determination Letter by OPRHP, dated and effective December 18, 2006, designated design and construction undertakings provided by OGS to DOCS including the repair, restoration, rehabilitation and construction of existing DOCS facilities located throughout the State of New York, pursuant 9 NYCRR Part 428.12: State Agency Activities Affecting Historic or Cultural Properties, are exempt from review by OPRHP.

c. Undertakings exempt from review

- **Maintenance projects** that restore existing components to original working condition and do not affect the exterior appearance of the building.
- **In kind replacements** of materials, finishes and fixtures which match the original condition and function.
- **Roof projects with minimal pitch**, with or without parapets, where repairs, replacements or modifications to the roofs maintain their pitch and are not apparent from the ground.
- **Heating and cooling systems**, including system variables such as ductwork, vent locations, and mechanical equipment locations that do not affect the appearance of the building.
- **Plumbing** repairs and replacements to piping, plumbing connections, fixtures, and accessories that are made as required. New plumbing as required to meet evolving building functions, building codes and ADA requirements.
- **Interior work** such as remodeling, renovation, painting, floor and ceiling finishes. Where practical, original finishes, modeling, doors and or other elements deemed to be of architectural importance by the Agency Preservation Officer shall be retained.
- **Buildings less than 50 years old**. Although these buildings may meet the criteria for inclusion for listing as a registered or eligible property, it is the opinion of DOCS that no buildings within its jurisdiction meet the exceptional importance criteria for inclusion.
- **Buildings which involve inmate contact areas** where the primary use of the building is the regulation and control of

inmate occupancy, including sleeping areas, visiting areas, program areas, recreation areas, kitchens, work facilities, education facilities, and hospital facilities where public safety is of paramount concern. Also included as inmate contact areas include administrative facilities where inmate contact could pose a safety threat to non-inmate populations, but shall not include Superintendents' offices, reception areas or other largely public spaces within administrative facilities where there is only occasional inmate presence. Such exempt projects shall also include security fencing, doors and entrances, perimeter wall repair and replacement, window replacement, pointing of masonry, repair and replacement of towers and interior and exterior walls.



* To maintain this agreement with OPRHP, it is imperative that we rehabilitate and renovate to the building's original configuration & materials as closely as possible, and strive to provide sympathetic replacements.

Note project review status in Program Report.

E. DESIGN PHASE

1. Specifications:

- a. 015633 SECURITY
- b. 015634 MAINTAINING PERIMETER SECURITY
- c. 111901 DETENTION EQUIPMENT

F. FINAL

1. [BDC 188 - Operating Impact Statement](#)

G. CONSTRUCTION PHASE

1. OGS Consultant Submittal Overview:

All DCS projects including submittals relating to security for the following specification sections listed are required to be reviewed by the Designer and then forwarded to BU1 and BU5 OGS Team Leaders and the Physical and Electronic Security Groups for their final review. Prior to being sent back to contractors, the Designer will coordinate additional remarks and issue submittal disposition. This also includes submissions relating to manufacturer and installer's quality assurance (if required in the specifications).

2. Specification Sections:

a. Division 1:

017900 VIDEO TRAINING PROGRAMS

b. Construction:

081102 CUSTOM STEEL DOORS & FRAMES (Interior Security Frames Only)

085663 STEEL DETENTION WINDOWS

088853 SECURITY GLASS AND GLAZING

095751 STEEL PLATE CEILING SYSTEM

095752 SUSPENDED METAL PANEL CEILING SYSTEM

095753 SUSPENDED METAL PLANK CEILING SYSTEM

111901 DETENTION EQUIPMENT

111902 DETENTION ACCESSORIES

111903 STEEL DETENTION SCREENS

111904 STEEL SECURITY SCREENS

c. Electric:

281601 MAIN SECURITY CONSOLE

- 281602 FENCE ACCESSORY STATIONS FOR PERIMETER SECURITY SYSTEMS
- 281603 PERIMETER SECURITY MULTIPLEX SYSTEM
- 281604 MICROWAVE DETECTION SYSTEM
- 281605 ELECTRONIC FENCE ALARM SYSTEM
- 281606 PERIMETER ALARM MONITORING AND INGROUND DETECTION SYSTEM
- 281607 INFRARED DETECTION SYSTEM
- 281608 TAUT WIRE FENCE AND ALARM SYSTEM
- 281609 E-FIELD DETECTION SYSTEM
- 281611 MODIFICATIONS TO MAIN SECURITY CONSOLE
- 281613 MODIFICATIONS TO PERIMETER SECURITY MULTIPLEX SYSTEM
- 281615 MODIFICATIONS TO ELECTRONIC FENCE ALARM SYSTEM
- 281618 MODIFICATIONS TO TAUT WIRE FENCE AND ALARM SYSTEM
- 281650 SYSTEMS PROGRAMMING COMPUTER
- 282301 PERIMETER SURVEILLANCE CCTV SYSTEM
- 282302 CCTV SYSTEM - SPECIAL HOUSING UNIT
- 282303 CCTV SYSTEM - CORRIDOR AND STAIRS
- 282304 INDOOR AND OUTDOOR SURVEILLANCE CCTV SYSTEM
- 282305 CCTV SYSTEM
- 282315 MODIFICATIONS TO PERIMETER SURVEILLANCE CCTV SYSTEM

d. HVAC / Plumbing

- 224224 STAINLESS STEEL SHOWER ENCLOSURES
- 233300 DUCTWORK ACCESSORIES (security barriers, security diffusers and laminar flow diffusers)

H. ELECTRIC DESIGN

1. Temporary Generators: All temporary generator installations to be connected through automatic transferring means.
2. Provide temporary generator quick connects for larger size new buildings and substantial renovation projects. Confirm with DCS Planner.
3. Provide fuel polishing on all generator projects. Confirm with DCS Planner.
4. Provide Personal Alarm System for larger size new buildings and substantial renovation projects. Confirm with DCS Planner.

I. COMMISSION OF CORRECTION

1. Some projects (usually new facilities or buildings) may require submission of documents to the State Commission of Correction. DCS informs the BUL or the Project Manager when OGS D&C is requested to send a set of documents to them.

- a. Send a hard copy set of drawings and specifications (including CD) to:
MR. ROBERT J. MASON
SUPERVISOR FACILITY PLANNING AND REVIEW
STATE COMMISSION OF CORRECTION
80 WOLF ROAD, 4th FLOOR
ALBANY, NEW YORK 12205-2670

End of Agency Specific Standards and Requirements - DCS