

OFFICE OF THE DEPUTY COMMISSIONER FOR ADMINISTRATION

Engineering Services

2-2-2 Page 1 of 3

Policy The Department of Children and Families' Engineering Services shall plan, develop, arrange for, coordinate, assess and manage DCF leases, major and minor capital projects, intra-agency repairs and renovations, security systems, security guards and post orders, evacuation plans, mass notification plan and safety committees.

Leased Space The acquisition of DCF work space shall be obtained through the development of formal leases or agreements approved by the Commissioner and the Commissioner of the Department of Administrative Services (DAS).

All initial requests for such space shall be submitted and reviewed by Engineering Services.

Procedure for Acquiring Leased Work Space Written justification of a need for leased work space shall be submitted by the Division Director, Superintendent or Regional Administrator of cognizance to Engineering Services.

The Chief of Engineering Services shall review the request with the DCF Chief Fiscal Officer for a determination of the availability of funds. Upon approval by the DCF Chief Fiscal Officer, the Chief of Engineering Services shall submit the documentation to DAS for review.

The Chief of Engineering Services shall collaborate with DAS and the Division Director, Regional Administrator or Superintendent of cognizance to organize inspections of potential sites.

Engineering Services shall draft plans for the work space design and telephones and equipment layouts and submit them to the Division Director, Regional Administrator or Superintendent of cognizance to review.

Finalized plans shall be submitted to the Deputy Commissioner for Administration and DAS for approval.

DCF Facility Repairs and Renovations All repairs and renovations shall be accomplished in a cost-effective manner. Where possible, existing DCF staff shall be utilized to make repairs and renovations if feasible without jeopardizing the physical plants from which the staff may be drawn.

For repairs anticipated to cost over \$10,000, the Superintendent shall submit a request to Engineering. The Chief of Engineering Services shall review the request and assess whether bonded funds are necessary. If so, the request shall be submitted to the Bonding Commission for funding approval.

Engineering Services shall monitor the progress of the projects, adhering to the DAS "Agency Administered Projects Procedure Manual 011M."

OFFICE OF THE DEPUTY COMMISSIONER FOR ADMINISTRATION

Engineering Services

2-2-2 Page 2 of 3

Major Capital Projects The Chief of Engineering Services shall review and make recommendations to the Commissioner concerning proposals for the renovation of existing facilities and the construction of new facilities that are expected to cost in excess of \$500,000.

Upon approval, the Chief of Engineering Services shall prepare final cost estimates and complete Form B-100, "Capital Project Fund Request and Project Description and Requirements," documentation.

The package shall be submitted to the Department of Construction Services for approval.

Upon approval of funds by the Bond Commission for the specific project, the Chief of Engineering Services or the Plant Facility Engineer II shall act as the liaison to the Department of Construction Services in order to participate in the design of the project and to monitor the progress.

Minor Capital Projects The Chief of Engineering Services shall review and make recommendations concerning proposals for the improvement, repair or demolition of existing facilities the costs of which are not expected to exceed \$500,000.

Superintendents shall submit requests for minor capital project funds for a DCF facility to the Chief of Engineering who shall review the request and complete and submit a "Request for Project Funds" to the Department of Construction Services for submission to the State Bond Commission.

Upon approval of the allocation of funding, the Chief of Engineering Services shall arrange directly or indirectly for submission of appropriate forms and documentation in order to obtain the necessary funding from the Department of Construction Services.

Emergency Repairs In emergency situations during which the operation of a DCF facility or its residents and staff are in jeopardy due to a needed repair, the Superintendent shall immediately seek approval from the Chief of Engineering.

Responding to an Emergency at a DCF Work Location Engineering Services shall respond to emergencies at DCF work locations when its advice or assistance is sought by the senior administrator at the work location who is responsible for managing the emergency. When an emergency at a DCF work location requires the advice or assistance of Engineering Services.

Safety Drills Engineering Services shall maintain records of fire and life safety drills conducted at each DCF work location. Such drills shall be conducted at least twice a year. The senior administrator of the work location shall be responsible for notifying Engineering Services in advance of the safety drill.

Identification Badges

DCF employees shall be provided with identification badges for security and official identification. Identification badges shall be worn at all times when at any state work location.

Badges shall include the following information:

- the official state emblem;
- agency designation;
- employee's photograph, name and signature; and
- an expiration date.

DCF employees shall be responsible for replacing lost identification badges and badges with outdated information. To do so, the employee shall contact the Department of Administrative Services to make arrangements.

Employees shall complete the DCF-3027, "DCF Photo ID Replacement Request Form," and bring it with them to the DAS appointment along with a valid driver's license or other photo identification to verify identity.

Proximity Cards

Employees working at those DCF locations that use proximity card readers for building security access shall be issued a proximity card through the Engineering Services liaison at the work location.

If an employee loses a proximity card, he or she shall immediately notify the Engineering liaison at the work location who shall contact Engineering Services in order to deactivate the card and request a replacement card.

Note: Central Office employees shall immediately notify Engineering Services directly.

The Engineering Services Division shall notify the DCF Director of Human Resources when an employee repeatedly loses his or her proximity card. The employee's conduct shall be addressed through progressive discipline.

Deactivation of Badges and Cards

Upon notice from Human Resources Management, Engineering Services shall deactivate an employee's identification badge and proximity card.
