CHECK APPROPRIATE BOX
SERVICE CONTRACT
CONSTRUCTION CONTRACT

OMB No.: **9000-0089** Expires: 02/28/96

NOTE: THE CONTRACTOR	SHALL COMPLETE ITEMS 3 THROUG	H 16 AND SU	IRMIT THE REOLIE	ST IN OUADRUPUC	ATE TO THE C	ONTRACTING DESICER
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	DBY CONTRACTING OFFICER RTIES AGREE AND THE CONTRACTING					
AND RECOMMENDAT	TIONS ARE ATTACHED. RTIES CANNOT AGREE ON THE PROPO HEREFORE REQUESTED. AVAILABLE I	OSED CLASSII	FICATION AND W	AGE RATE. A DETER	MINATION OF	
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SIGNATURE OF CONTRAC	TING OFFICER OR REPRESENTATIVE		NO.	MERCIAL TÉLÉPHONE	DATE SUE	SMI 1 EU

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12. LOCATION (CITY, COL	INTY AND STATE) on Center, Laredo, Webb County	Texas			<u>-</u>			
13. IN ORDER TO COMPLE	TE THE WORK PROVIDED FOR UNDER	THE ABOVE	CONTRACT, IT IS	NECESSARY TO ES	TABLISH THE F	OLLOWING RATE(S) FOR THE		
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FGE = WG-6				8				
Description: The W	arehouse Coordinator perforn	ns a variet	y of					
warehousing duties	including the receiving, storin	g and inve	entorying of					
supplies and equipr	nent needed to maintain the d	aily opera	tion of the					
facility. A complete	job description is attached.							
Rationale: This pos	sition is one grade higher than	the entry	level					
	ist position, a WG-5, in the Ma	-						
	is category that has a required		-					
	rate is \$11.15 per hour, which		•					
· · · · · · · · · · · · · · · · · · ·	ehouse Specialist rate. Metho		-					
Α ,								
Natasha K Metcali Vice President, Partnersh		TVE (IF ANY)	15. SIGNATURE A	AND TITLE OF PRIME	CONTRACTO	R REPRESENTATIVE		
16. SIGNATURE OF EMPLO	YEE/OR REPRESENTATIVE		TITLE	<u> </u>	CHECK APPRO	OPRIATE BOX-REFERENCING BLOCK 13.		
Joedus	(Kozoen		Warehouse	Courdinater	. AGI	REE DISAGREE		
/JO BE COMPLETE	BY CONTRACTING OFFICER	(CHECK A	S APPROPRIA	TE - SEE FAR 22	.1019 (SCA	) OR FAR 22.406-3 (DBA))		
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	PTION OF WORK (ATTACH ADDITIO	NAL SHEET IF	NEEDED)			
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6) SIGNATURE OF EMPLO	US DEL	,	Markense (	Cerding for	AGR	
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ADMINISTRATOR, Employment Standards Administration WAGE AND HOUR DIVISION U.S. DEPARTMENT OF LABOR WASHINGTON, D.C. 20210					
3. CONTRACTOR				4. DAT	E OF REQUEST
Webb County					
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12. LOCATION (CITY, COUNTY AND STATE)		<b></b>		• • •	
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supplies and equipment needed to maintain the	daily opera	tion of the			
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Rationale: This position is one grade higher tha	_				
Warehouse Specialist position, a WG-5, in the M		~			
Packing Occupations category that has a require			ır.		
The proposed wage rate is \$11.15 per hour, whi	ch is appro	ximately 5%			
higher than the Warehouse Specialist rate. Met	hodology is	attached.			
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Natasha K. Metcalf Vice President, Partnership Development	ATIVE <i>(IF ANY)</i>	15. SIGNATURE	AND TITLE OF PRIME CON	TRACTOR	REPRESENTATIVE
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		d 3 to Department of			
SIGNATURE OF CONTRACTING OFFICER OR REPRESENTATIVE				DATE SUE	MITED

Job Title	Job Code
WAREHOUSE COORDINATOR	9035

Department	EEO Code	EEO Category	FLSA Status	Hours/Week	Full Time	Part Time
05	009	sw	Non Exempt	40	Х	N/A

#### **SUMMARY:**

The Warehouse Coordinator performs a variety of warehousing duties including the receiving, storing and inventorying supplies and equipment needed to maintain the daily operation of the facility.

### **ESSENTIAL FUNCTIONS:**

The successful applicant should be able to perform ALL of the following functions at a pace and level of performance consistent with the actual job performance requirements.

- Verify in-coming shipments against receiving documents; note and report any discrepancies or damages.
- Route items to appropriate storage locations; store in accordance with established storage procedures.
- Maintain an up-to-date inventory of all equipment and supplies on a daily, weekly and/or monthly basis to monitor minimum and maximum levels.
- Label and issue clothing and shoes inmates/residents entering the program in accordance with established procedures.
- Prepare and maintain a variety of records and reports to include a current list of inmates in the program; quantity, size and type of clothing and shoes issued; date and clothing issue number; and work schedules. Process reports and documents in a timely manner.
- Create and maintain files in an organized manner, to include sorting, labeling, filing and retrieving, in accordance with corporate and facility file retention and storage procedures; maintain confidentiality and security of records.
- Check all requisitions received; input data accurately and produce finished documents and reports efficiently using a computerized system; copy, compile and distribute as necessary.

Revised July 2002 Page 1

Job Title	Job Code
WAREHOUSE COORDINATOR	9035

- Issue clothing and linens to housing units; issue requisitioned supplies to staff and inmates/residents.
- Receive and properly store all commodities in keeping with appropriate sanitation standards; provide for ample supplies to be readily housed and dispensed for daily facility use.
- Store, dispense and inventory cleaning supplies and chemicals in accordance with applicable codes.
- Assist in the effective management of facility/department resources.
- Rearrange and inventory clothing, commodities, equipment and supplies in accordance with established procedures; monitor minimum and maximum levels.
- Verify that all clothing and laundry items are properly cleaned and maintained in good condition; examine items and report deterioration and/or damage; provide for proper repair, exchange or replacement of items; document and destroy items worn beyond repair.
- Order supplies and equipment in a timely manner via the purchase order system; confirm ample supplies are readily housed and dispensed for daily facility use.
- Prepare materials for shipment, as required.
- Provide supervision and direction for assigned staff and inmates/residents in the performance of their duties.
- Prepare work assignments for assigned inmates/residents.
- Escort inmates/residents or coordinate the movement of inmates/residents to and from different areas.
- Assist in the overall facility security plan by conducting counts of inmates/residents
  working in the area, controlling access to equipment and supplies and controlling the
  introduction of contraband items into the facility living areas through proper search
  procedures.
- Conduct inspections of work area and equipment for compliance with the requirements of all applicable policies, procedures, rules, standards and/or health, sanitation and safety laws; report results of inspections as required.

Job Title	Job Code
WAREHOUSE COORDINATOR	9035

- Monitor safety practices; prepare and disseminate safety and accident reports as required by policy; take appropriate action in cases of serious and unusual incidents and emergencies.
- Communicate effectively and coherently to administration, staff, inmates/residents, visitors and the general public, particularly in situations requiring tact, diplomacy, understanding, fairness, firmness and good judgment. This includes giving information, instructions and directions, mediating disputes and providing reliable testimony in court and other formal settings.
- Attend scheduled staff meetings and promote effective communications between administration, staff and inmates/residents.
- Participate in in-service and other training programs as required.
- Review, process and respond (via corporate counsel) to lawsuits and provide any related facility records; attend court and administrative hearings, when necessary.
- Read and comprehend legal and non-legal documents, including the processing of such documents as bills of lading, purchase orders and requisitions.
- Effect the movement of heavy objects from one place to another; access elevated surfaces; pass through openings; move over obstacles and in confined areas.
- Engage in functions in confined areas that include such things as physically checking the doors, windows and other areas to verify they are secure.
- Endure verbal and mental abuse when confronted with the hostile views and opinions of inmates/residents and others encountered in an antagonistic environment.
- Perform rescue functions at accidents, emergencies and disasters to include administering basic emergency medical aid, physically removing people away from dangerous situations, and securing and evacuating people from confined areas.
- Take appropriate action to prevent or diffuse potentially disruptive situations.
- Establish and maintain effective working relations with others and handle difficult interpersonal contacts.
- Experience exposure to body fluids, wastes and experience encounter with deceased or contagious persons.

Job Title		Job Code
	WAREHOUSE COORDINATOR	9035

- Add, subtract, multiply and divide using whole numbers, common fractions and decimals; apply concepts such as fractions, percentages, ratios and proportions to practical situations.
- Interpret a variety of instructions furnished in written, oral, diagram or schedule form.
- Operate hand or power truck and forklift.
- Operate a vehicle during both the day and night where driving conditions can include congested traffic and unsafe road conditions caused by factors such as fog, rain, ice and snow.
- Remain alert at all times and react quickly, efficiently and calmly in emergency and other high stress situations.
- Endeavor to comply with the requirements of applicable regulations, laws, rules, procedures, policies, standards and/or contracts.

### **QUALIFICATIONS:**

High school diploma, GED certification or equivalent. One year experience in warehouse operation and the physical control and movement of inventory preferred. A valid driver's license is required.

Revised July 2002 Page 4

# SUMMARY OF CURRENT JOB PERFORMANCE CHARACTERISTICS

Job Title	Job Code	Job Code Department		Full Time	Part Time
Warehouse Coordinator	9035	05	40	Х	N/A

GROUP I (Number of hours	ROUP I (Number of hours in an 8-hour day)					
Sitting				>2		
Standing				>3		
Walking				>3		
GROUP II	Weight	N/A	Occasionally	Frequently	Continuously	
Lifting up to	75			Х		
Carrying up to	75			Х		
Pushing up to	150			Х		
Pulling up to	150			Х		
GROUP III		N/A	Occasionally	Frequently	Continuously	
Squatting			Х			
Bending		l		Х		
Kneeling			Х			
Reaching				Х		
Twisting	· · · · · · · · · · · · · · · · · · ·			Х		
Crawling			Х			
Ladder Climbing			Х			
Stair Climbing			X			
Other Climbing		Х				
GROUP IV		N/A	Occasionally	Frequently	Continuously	
Walking on rough ground				X		
Exposure to changes of temp	erature or			X		
Exposure to dust, fumes or gas	es			Х		
Being near moving machinery				Х		
Working from heights			Х			
Exposure to Infectious Disease	s		Х			
Driving				Х		
Mental Alertness					X	

#### OTHER CHARACTERISTICS:

#### Use of the following equipment:

Telephone, computer, calculator, fire extinguisher, operate hand or power truck and forklift.

Travel: Frequent local ground travel.

#### **Additional Physical Demands:**

While performing the duties of this job, the employee is regularly required to use hands to finger, handle or feel objects or controls; reach with hands and arms; talk and hear.

### Specific vision abilities required include:

Close, color distance and peripheral vision; depth perception; and ability to adjust focus.



### Webb County Detention Center - 70CDCR18DIG000004 Warehouse Coordinator Conformance Methodology

The method for determining the wage rate for the proposed classification employed at the Webb County Detention Center is based on the process described in the U.S. Department of Labor Prevailing Wage Resource Book and the SCA Conformance Guide.

The work performed as described in our job description (attached) is not covered by the classifications listed in the wage determination or as described in the SCA Directory of Occupations 5<sup>th</sup> Edition. Pursuant to the guidance of the *Resource Book*, and considering the skills required and duties of the proposed classification, we have determined that this position is one grade higher than the entry level Warehouse Specialist position, a WG-5, in the Materials Handling and Packing Occupations category that has a required rate of \$10.62 per hour, in the applicable wage determination. We propose the wage rate of \$11.15 per hour, which is approximately 5% higher than the Warehouse Specialist rate.

This methodology is consistent with the conformance approval for the Warehouse Coordinator position at Webb County Detention Center under the previous contract (ODT-8-C-0002), which was based on the same criteria.

CoreCivic appreciates your consideration of this information and approval of the conformance request for the Warehouse Coordinator position at the Webb County Detention Center.

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10. SUBCONTRACTOR (IF ANY) CoreCivic	, <u>, , , , , , , , , , , , , , , , , , </u>				
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(Use reverse or attach additional sheets, if Proposed Classification Title: SENIOR DETENTIFIED = GS-7			\$15.69		\$4.41
administrative and operational security activities in a c supervises Detention Officers assigned to the shift. P each inmate/resident and the preservation of each inn Supervises the count of inmates/residents and directs procedures. Must be able to work any post assignme description is attached.	Provides for the mate's/resident adherence to	e protection of t's legal rights. all key control			
Rationale: This position is one grade higher than the position, a GS-6, in the Protective Service Occupation rate of \$14.94 per hour. The proposed wage rate is \$ approximately 5% higher than the Detention Officer rate.	ns category tha 315.69 per hou	at has a required r, which is			
14. SIGNATURE AND TITLE OF SUBCONTRACTOR REPRESENT, Natasha K. Meicali Vice President, Partnership Development	ATIVE (IF ANY)	15. SIGNATURE ANI	TITLE OF PRIME CO	NTRACTOR	REPRESENTATIVE
16. SIGNATURE OF EMRLOYEE OR REPRESENTATIVE	-	TITLE	C	HECK APPRO	PRIATE BOX-REFERENCING BLOCK 13.
Veronica Garza		506		AGR	EEE DISAGREE
TO BE COMPLETED BY CONTRACTING OFFICE					
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(Use reverse or attach additional sheets, if nece Proposed Classification Title: SENIOR DETENTION FGE = GS-7		<b>.</b>	\$15.69		\$4.41	
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CHECK APPROPRIATE BOX
SERVICE CONTRACT
CONSTRUCTION CONTRACT

OMB No.: 9000-0089 Expires: 02/28/96

NOTE: THE CONTRACTOR SHALL COMPLETE ITEMS 3 THROUG	iH 16 AND SL			TO THE CO	NTRACTING OFFICER
TO:     ADMINISTRATOR, Employment Standards Administration     WAGE AND HOUR DIVISION     U.S. DEPARTMENT OF LABOR     WASHINGTON, D.C. 20210		2. FROM: (REPOR	RTING OFFICE)		
3. CONTRACTOR				4. DATE	OF REQUEST
Webb County					
5. CONTRACT NUMBER   6. DATE BID OPENED (SEALED 70CDCR18DIG000004   BIDDING) N/A	7. DATE OF 02/28/2		8. DATE CONTRACT STARTED 02/28/20		9. DATE OPTION EXERCISED (IF APPLICABLE) (SCA ONLY)
10. SUBCONTRACTOR (IF ANY)					
CoreCivic					
11. PROJECT AND DESCRIPTION OF WORK (ATTACH ADDITION Detention services for Federal inmates to include cust		•	medical, and subsis	tence serv	rices.
12. LOCATION (CITY, COUNTY AND STATE)					
Webb County Detention Center, Laredo, Webb County	•				
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SERVICE CONTRACT
CONSTRUCTION CONTRACT

OMB No.: **9000-0089** Expires: 02/28/96

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Job Title	Job Code
SENIOR DETENTION OFFICER	9013

Department	EEO Code	EEO Category	FLSA Status	Hours/Week	Full Time	Part Time
07	009	sw	Non-Exempt	40	Х	N/A

#### **SUMMARY:**

The Senior Detention Officer assists in the supervision of the administrative and operational security activities in a detention facility. Directly supervises Detention Officers assigned to the shift. Provides for the protection of each inmate/resident and the preservation of each inmate's/resident's legal rights. Supervises the count of inmates/residents and directs adherence to all key control procedures. Must be able to work any post assignment on any shift.

#### **ESSENTIAL FUNCTIONS:**

The successful applicant should be able to perform ALL of the following functions at a pace and level of performance consistent with the actual job performance requirements.

- Read, understand and comply with specific post orders written for the assigned post.
- Provide general supervision of Detention Officers and inmates/residents on the shift
  in the performance of their duties and evaluate as prescribed by the facility and
  corporate policy. This includes training new employees; listening to complaints and
  effectively resolving disputes or problems; developing work schedules for
  subordinates; monitoring post assignments; approving leave requests; and preparing
  inmate/resident work assignments.
- Conduct inspections of all housing and general use areas to ensure that proper standards, facility operating procedures and corporate guidelines of security, health, safety, sanitation and welfare are maintained; direct staff and inmate/resident resources to correct problems detected.
- Assist in supervising the internal and external security of the facility; routinely inspect
  posts to observe alertness of personnel and to confirm security is properly maintained
  at all times.
- Assist in the effective management of facility resources.
- Provide for detention officers to receive, read, understand and log their post orders daily

- Motivate and encourage staff to perform their duties consistent with policy and procedures.
- Communicate responsibilities, authorities and accountability to all direct subordinates so that they are defined and understood.
- Attend scheduled staff meetings and enhance effective communications between administration, staff and inmates/residents; assist in maintaining communications and consistency of operation between shifts.
- Communicate effectively and coherently to administration, staff, inmates/residents, visitors and the general public, particularly in situations requiring tact, diplomacy, understanding, fairness, firmness and good judgment. This includes giving information, instructions and directions, mediating disputes, advising of rights and processes, and providing reliable testimony in court and other formal settings.
- Prepare or direct the preparation of shift logs, disciplinary reports and other administrative reports and records, using appropriate grammar, to include filing, alphabetizing and labeling; review reports and records produced on the shift; properly processes all reports and documents in a timely manner.
- Review, process and respond (via corporate counsel) to lawsuits and provide any related facility records; attend court and administrative hearings, when necessary.
- Read and comprehend legal and non-legal documents, including the processing of such documents as medical instructions, commitment orders, summons and other legal writs.
- Prepare inmate/resident work assignment.
- Respond to inmate/resident and staff grievances; attempt to resolve disputes and/or problems.
- Escort inmates/residents or coordinate the movement of inmates/residents to and from different areas; use handcuffs and other appropriate restraints when necessary or required.
- Monitor safety practices and verify safety and accident reports are prepared and disseminated as required by policy; take appropriate action in cases of serious and unusual incidents and emergencies.

- Complete investigations and inquiries as directed with accuracy by gathering information and evidence, interviewing and obtaining the statements of victims, witnesses, suspects and confidential informers; exercise independent judgment by determining when probable cause exists to recommend or take disciplinary action.
- Apply, instruct and supervise others in the use of restraining equipment.
- Use, instruct, and supervise others in the use of communications equipment.
- Put on, operate and instruct others in the use of a self-contained breathing apparatus in appropriate situations.
- Reliably and repetitively identify inmates/residents by visual means.
- Effectively break up a fight and restrain an inmate/resident, forcibly if necessary, using handcuffs and other restraints; subdue resisting inmates/residents using maneuvers and resort to the use of hands and feet and other approved devices in self-defense.
- Aid in preventing escapes; pursue fleeing inmates/residents, take part in searches for escaped inmates/residents and other duties which may involve quickly entering and exiting secured areas; effecting the movement of heavy objects from one place to another; accessing elevated surfaces; passing through openings; moving over obstacles and in confined areas and using force to gain entrance.
- Perform searches of people, objects capable of concealing contraband, buildings and outdoor areas which will involve detecting and identifying objects, moving throughout the facility building(s) and/or grounds for long periods of time and detaining people.
- Engage in functions in confined areas that include such things as serving food, working rotating shifts, extended patrol and physically checking the doors, windows and other areas to ensure they are secure.
- Endure verbal and mental abuse when confronted with the hostile views and opinions of inmates/residents and others encountered in an antagonistic environment.
- Perform rescue functions at accidents, emergencies and disasters to include administering basic emergency medical aid, physically removing people away from dangerous situations, and securing and evacuating people from confined areas.
- Take appropriate action to prevent or diffuse potentially disruptive situations.

Job Title	Job Code
SENIOR DETENTION OFFICER	9013

- Perform periodic inmate/resident counts.
- Verify the activities schedule is followed and that inmates/residents receive the opportunity for recreation as required by standards and policy.
- Inspect unclothed inmates/residents visually, with possible exposure to body fluids, wastes and possible encounter with deceased or contagious persons.
- Endeavor to comply with the requirements of applicable regulations, laws, rules, procedures, policies, standards and/or contract.
- Establish and maintain effective working relations with others and handle difficult interpersonal contacts.
- Define problems, collect data, establish facts and draw valid conclusions; apply management techniques to problems of administration and devise workable solutions.
- Add, subtract, multiply and divide using whole numbers, common fractions and decimals; apply concepts such as fractions, percentages, ratios and proportions to practical situations.
- Operate a vehicle during both the day and night where driving conditions can include congested traffic and unsafe road conditions caused by factors such as fog, rain, ice and snow.
- Remain alert at all times and react quickly, efficiently and calmly in emergency and other high stress situations.
- Occasional domestic U. S. travel for training or emergency situations is required.

Job Title	Job Code
SENIOR DETENTION OFFICER	9013

### **QUALIFICATIONS:**

High school diploma, GED certification or equivalent, with three years experience in a criminal justice field, which preferably includes one year in a supervisory capacity. Additional education may be substituted on a year-for-year basis. Completion of basic pre-service officer training and, where applicable, be a non-commissioned security officer licensed by the state of employment. A valid driver's license is required.

With written approval from Corporate Operations and/or Human Resources, the warden or facility administrator may waive any or all experience requirements if none of the applicants has all the qualifications and/or exhibits a superior level of job performance and demonstrates exceptional knowledge of company policies and procedures.

Revised October 2002 Page 5

# SUMMARY OF CURRENT JOB PERFORMANCE CHARACTERISTICS

Job Title	Job Code	Department	Hours/Week	Full Time	Part Time
Senior Detention Officer	9013	07	40	Х	N/A

GROUP I (Number of he	ours in an 8-hou	ır day)		Intermittent	Constant
Sitting	<1				
Standing	<1				
Walking	*			>6	
GROUP II	Weight	N/A	Occasionally	Frequently	Continuously
Lifting up to	150		Х		
Carrying up to	25	-	Х		
Pushing up to	150		Х		
Pulling up to	150		Х		
GROUP III		N/A	Occasionally	Frequently	Continuously
Squatting			Х		
Bending				Х	
Kneeling			Х		
Reaching				Х	
Twisting				Х	
Crawling			Х		
Ladder Climbing			Х		
Stair Climbing				X	
Other Climbing - Desc	cribe:		Х		
GROUP IV		N/A	Occasionally	Frequently	Continuously
Walking on rough ground	<del></del>			X	
Exposure to changes of te humidity	mperature or			Х	
Exposure to dust, fumes o	r gases			Х	
Being near moving machinery			X		
Working from heights			Х		
Exposure to Infectious Dis	eases		Х		
Driving			Х		
Mental Alertness					Х

#### OTHER CHARACTERISTICS:

#### Use of the Following Equipment:

Vehicles, tools, computers, hand radio, gas mask, self contained breathing apparatus, metal detectors, firearms, electronic restraints, hand and leg cuffs, belly chains, and other restraint devices.

<u>Travel</u>: Occasional local and long distance ground travel; occasional long distance air travel.

#### Additional Physical Demands:

While performing the duties of this job, the employee is regularly required to use hands to finger, handle or feel objects or controls; reach with hands and arms; talk and hear.

Must occasional lift and/or move up to 150 lbs.

Specific vision abilities required include close, color, distance and peripheral vision; depth perception; and ability to adjust focus.



### Webb County Detention Center - 70CDCR18DIG000004 Senior Detention Officer Conformance Methodology

The method for determining the wage rate for the proposed classification employed at the Webb County Detention Center is based on the process described in the U.S. Department of Labor Prevailing Wage Resource Book and the SCA Conformance Guide.

The work performed as described in our job description (attached) is not covered by the classifications listed in the wage determination or as described in the SCA Directory of Occupations 5<sup>th</sup> Edition. Pursuant to the guidance of the *Resource Book*, and considering the skills required and duties of the proposed classification, we have determined that this position is one grade higher than the entry level Detention Officer position, a GS-6, in the Protective Service Occupations category that has a required rate of \$14.94 per hour, in the applicable wage determination. We propose the wage rate of \$15.69 per hour, which is approximately 5% higher than the Detention Officer rate.

This methodology is consistent with conformance approvals for the Senior Detention Officer position at Webb County Detention Center under the previous contract (ODT-8-C-0002), Houston Processing Center (HSCEDM-09-D00007), Nevada Southern Detention Center (ODT-8-C-0001), and Otay Mesa Detention Center (ODT-5-C-0003), which were based on the same criteria.

CoreCivic appreciates your consideration of this information and approval of the conformance request for the Senior Detention Officer position at the Webb County Detention Center.