

**REQUEST FOR AUTHORIZATION OF
ADDITIONAL CLASSIFICATION AND RATE**

CHECK APPROPRIATE BOX
 SERVICE CONTRACT
 CONSTRUCTION CONTRACT

OMB Control Number: 9000-0066
 Expiration Date: 4/30/2022

Paperwork Reduction Act Statement - This information collection meets the requirements of 44 U.S.C. § 3507, as amended by section 2 of the Paperwork Reduction Act of 1995. You do not need to answer these questions unless we display a valid Office of Management and Budget (OMB) control number. The OMB control number for this collection is 9000-0066. We estimate that it will take .5 hours to read the instructions, gather the facts, and answer the questions. Send only comments relating to our time estimate, including suggestions for reducing this burden, or any other aspects of this collection of information to: U.S. General Services Administration, Regulatory Secretariat Division (M1V1CB), 1800 F Street, NW, Washington, DC 20405.

INSTRUCTIONS: THE CONTRACTOR SHALL COMPLETE ITEMS 3 THROUGH 16, KEEP A PENDING COPY, AND SUBMIT THE REQUEST, IN QUADRUPPLICATE, TO THE CONTRACTING OFFICER.

1. TO: ADMINISTRATOR, WAGE AND HOUR DIVISION U.S. DEPARTMENT OF LABOR WASHINGTON, DC 20210	2. FROM: (REPORTING OFFICE)
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3. CONTRACTOR Webb County	4. DATE OF REQUEST
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5. CONTRACT NUMBER 70CDCR18DIG000010	6. DATE BID OPENED (SEALED BIDDING)	7. DATE OF AWARD 07/02/2018	8. DATE CONTRACT WORK STARTED 07/02/2018	9. DATE OPTION EXERCISED (IF APPLICABLE) (SERVICE CONTRACT ONLY)
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10. SUBCONTRACTOR (IF ANY)
CoreCivic

11. PROJECT AND DESCRIPTION OF WORK (ATTACH ADDITIONAL SHEET IF NEEDED)
Detention services for Federal inmates or detainees to include custody, control, accountability, medical, and subsistence services.

12. LOCATION (CITY, COUNTY, AND STATE)
Laredo Processing Center, Laredo, Webb County, Texas

13. IN ORDER TO COMPLETE THE WORK PROVIDED FOR UNDER THE ABOVE CONTRACT, IT IS NECESSARY TO ESTABLISH THE FOLLOWING RATE(S) FOR THE INDICATED CLASSIFICATION(S) NOT INCLUDED IN THE DEPARTMENT OF LABOR DETERMINATION
 NUMBER: 2015-5239, Revision 20* DATED: 06/27/2022

a. LIST IN ORDER: PROPOSED CLASSIFICATION TITLE(S); JOB DESCRIPTION(S); DUTIES; AND RATIONALE FOR PROPOSED CLASSIFICATIONS (Service contracts only) <i>(Use reverse or attach additional sheets, if necessary)</i>	b. WAGE RATE(S)	c. FRINGE BENEFITS PAYMENTS
Proposed Classification: SENIOR DETENTION OFFICER FGE: GS-7 Description: 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. A complete job description is attached. Rationale: This position was conformed in 2020 and we are requesting a new conformance due to the incorporation of WD 2015-5239, Revision 20 (06/27/22), effective 7/1/2022 for contract 70CDCR18DIG000010. In Revision 20, the entry level Detention Officer rate increased to \$19.22 per hour, resulting in a 6.4% increase from the previous incorporated WD - 2015-5239, Revision 14 (12/21/20). Using the indexing procedure, the new wage rate for this position would be lower than the Detention Officer wage rate. This position is one grade higher than the entry level Detention Officer position, a GS-6, in the Protective Service Occupations category. To avoid inequity, we are requesting a re-conformance using the same guidelines as the 2020 request (5% above Detention Officer). The proposed wage rate of \$20.18 per hour is approximately 5% higher than the Detention Officer wage rate. Previous approval attached.	\$20.18	\$4.41

14. SIGNATURE AND TITLE OF SUBCONTRACTOR REPRESENTATIVE (IF ANY) Vice President, Partnership Contracts Counsel	15. SIGNATURE AND TITLE OF PRIME CONTRACTOR REPRESENTATIVE
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16. SIGNATURE OF EMPLOYEE OR REPRESENTATIVE 	TITLE Senior Detention Officer	CHECK APPROPRIATE BOX-REFERENCING BLOCK 13. <input checked="" type="checkbox"/> AGREE <input type="checkbox"/> DISAGREE
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THE INTERESTED PARTIES AGREE AND THE CONTRACTING OFFICER RECOMMENDS APPROVAL BY THE WAGE AND HOUR DIVISION. AVAILABLE INFORMATION AND RECOMMENDATIONS ARE ATTACHED.

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*New Wage Determination incorporated via Mod. P00016 effective 7/1/2022

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CoreCivic

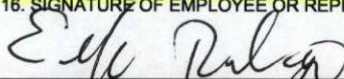
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12. LOCATION (CITY, COUNTY, AND STATE)
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13. IN ORDER TO COMPLETE THE WORK PROVIDED FOR UNDER THE ABOVE CONTRACT, IT IS NECESSARY TO ESTABLISH THE FOLLOWING RATE(S) FOR THE INDICATED CLASSIFICATION(S) NOT INCLUDED IN THE DEPARTMENT OF LABOR DETERMINATION
NUMBER: 2015-5239, Revision 20* DATED: 06/27/2022

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<p>Proposed Classification: SENIOR DETENTION OFFICER FGE: GS-7</p> <p>Description: 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. A complete job description is attached.</p> <p>Rationale: This position was conformed in 2020 and we are requesting a new conformance due to the incorporation of WD 2015-5239, Revision 20 (06/27/22), effective 7/1/2022 for contract 70CDCR18DIG000010. In Revision 20, the entry level Detention Officer rate increased to \$19.22 per hour, resulting in a 6.4% increase from the previous incorporated WD - 2015-5239, Revision 14 (12/21/20). Using the indexing procedure, the new wage rate for this position would be lower than the Detention Officer wage rate. This position is one grade higher than the entry level Detention Officer position, a GS-6, in the Protective Service Occupations category. To avoid inequity, we are requesting a re-conformance using the same guidelines as the 2020 request (5% above Detention Officer). The proposed wage rate of \$20.18 per hour is approximately 5% higher than the Detention Officer wage rate. Previous approval attached.</p>	\$20.18	\$4.41

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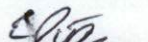
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 Vice President, Partnership Contracts Counsel

15. **SIGNATURE AND TITLE OF PRIME CONTRACTOR REPRESENTATIVE**

16. **SIGNATURE OF EMPLOYEE OR REPRESENTATIVE**


TITLE
 Senior Detention Officer

CHECK APPROPRIATE BOX-REFERENCING BLOCK 13.
 AGREE **DISAGREE**

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March 23, 2020

Mr. Brandon J. Harrell
Contracting Officer
U.S. Immigration and Customs Enforcement
801 I Street, NW, Room 9141, Mailstop 5750
Washington, DC 20536-5750

Dear Mr. Harrell:

This is in response to your March 18, 2020, conformance request for a classifications and wage rates not listed on Wage Determination (WD) 2015-5239 (Rev. 6), dated January 10, 2018. This revision is applicable to contract number 70CDCR18DIG000010 for detention services for Federal inmates located in Laredo, Webb County, Texas.

The following classifications and hourly wages rates are approved:

<u>Classifications</u>	<u>Rates</u>
Mental Health Coordinator, P/T	\$33.56
Manager, Learning and Development	\$22.60
Assistant Shift Supervisor	\$18.41
Recreation Supervisor	\$16.43
Senior Detention Officer	\$15.69

The conformed classifications and wage rates are in addition to the fringe benefits rate listed on the WD, and is retroactive to the commencement date of the contract.

If you have any questions, please contact this office at 202-693-0073.

Sincerely,

Miriam Marte

Miriam Marte
Branch Chief
Branch of Service Contract
Wage Determinations

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	X	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

Job Title	Job Code
SENIOR DETENTION OFFICER	9013

- 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,

Job Title	Job Code
SENIOR DETENTION OFFICER	9013

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.
- 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.

Job Title SENIOR DETENTION OFFICER	Job Code 9013
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- 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.

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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.

SUMMARY OF CURRENT JOB PERFORMANCE CHARACTERISTICS

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

GROUP I (Number of hours in an 8-hour day)		Intermittent	Constant		
Sitting		<1			
Standing		<1			
Walking		>6			
GROUP II	Weight	N/A	Occasionally	Frequently	Continuously
Lifting up to	150		X		
Carrying up to	25		X		
Pushing up to	150		X		
Pulling up to	150		X		
GROUP III	N/A	Occasionally	Frequently	Continuously	
Squatting		X			
Bending			X		
Kneeling		X			
Reaching			X		
Twisting			X		
Crawling		X			
Ladder Climbing		X			
Stair Climbing			X		
Other Climbing - Describe:		X			
GROUP IV	N/A	Occasionally	Frequently	Continuously	
Walking on rough ground			X		
Exposure to changes of temperature or humidity			X		
Exposure to dust, fumes or gases			X		
Being near moving machinery		X			
Working from heights		X			
Exposure to Infectious Diseases		X			
Driving		X			
Mental Alertness				X	

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.

Travel: 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.