



Subject: CONTRACT SERVICE PROVIDER SECURITY
REQUIREMENTS

Date: April 2011

A. POLICY:

Security is a top priority for the County of San Diego. As such, contract service providers are required to fully comply with the security requirements of this policy and as outlined within their respective service agreements. Failure to do so is considered a breach of security and may result in the termination for default.

All persons performing duties under an existing service contract must be acceptable to the County. This includes all contractor employees and others who might have access to County facilities without the supervision of a County employee.

The contractor and associated staff shall complete a security screening by the Sheriff's Department (Background Division), California Department of Justice and the Federal Bureau of Investigation before being issued an identification (ID)/access badge permitting independent entry into County facilities.

B. PROCEDURES:

1. Background Investigations

- a. Background checks are required for all contract employees before access will be permitted to County facilities/property.
- b. Contractors shall submit a complete background check package for all employees (including sub-contractors) identified to deliver contract services at any County facility. Background check packages must be submitted to the Department of General Services (DGS) Office of Security Services located at the County Operations Center. The contractor is advised to keep copies of all applications/background check packages submitted to the DGS Office of Security Services.
- c. Incomplete packages will not be accepted. A typical background package includes:
 - (1) A complete signed Security Clearance Request Form
 - (2) A clean, valid, and legible copy of Social Security Card or Social Security Administration abstract
 - (3) A clean, valid, and legible copy of a Driver's license, or State-issued Identification Card
 - (4) For contract employees who are not citizens of the United States: either a valid Resident Alien Badge or valid form of picture identification
 - (5) For contract employees requesting electronic access authorization: a complete Access Registration Form
- d. Contractors are required to submit one check covering the cost of the background check process for all employees. The check should be made payable to: Sheriff, County of San Diego. Questions regarding associated costs should be directed to the DGS Office of Security Services.
- e. In addition to the background package, contractors must complete a Livescan application. Contractors shall obtain a Livescan application from the DGS Office of Security Services. The contractor shall be provided information on various Livescan



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- locations and fees. A fee is required by the Department of Justice and collected by the Livescan operator.
- f. Background checks generally take 4-6 weeks to process. The DGS Office of Security Services will call the contract vendor the same day the results of submitted background checks are received to communicate the results. If the background screening results are acceptable, the DGS Office of Security Services will make contact and request that contractor employees come to the office to have their photo taken and ID badge issued.
 - g. Background checks for contract employees will be valid for the duration of the respective contract and must be renewed prior to the initiation of subsequent or follow-on contracts. "As Required" contract support staff must renew their respective background checks, at a minimum, every four (4) years.
2. Identification (ID) Badging
- a. ID badges will only be issued to applicants successfully completing the background investigation process. ID badges will be issued when the employee's photo is taken. If a contract employee is scheduled to receive electronic access to any County facility, activation of the badge may take an additional 48 hours to complete.
 - b. Contractors shall submit payment for each employee identification badge via one check, covering the cost for all employees, and payable to: Department of General Services, County of San Diego. Questions regarding associated costs should be directed to the DGS Office of Security Services.
 - c. DGS shall take pictures for service contract staff or pictures may be provided on a digital disk. If supplied by the contractor, the pictures must be saved as "Last Name, First Name". Additionally, the pictures must be in a JPG/JPEG file format.
 - d. County issued ID badges are to be worn at all times during the performance of duties under an existing service contract. The purpose of the ID badge is to immediately identify the wearer as an individual who is authorized to enter County facilities for the performance of contractual duties. The wearer will not escort or bring any other individuals into County facilities. County issued ID Badges are for the exclusive use of the individual named and pictured on the badge.
 - e. All ID badges will remain the property of the County and are returnable upon demand or upon the expiration of the contract. The contractor is responsible for collecting the ID badges and turning them in to the County project manager or the DGS Office of Security Services when a contract ends or when an employee leaves employment. The contractor assumes all responsibility for their employee's use of and the return of the County ID badges. The contractor shall be assessed one hundred dollars (\$100.00) for each badge not returned. At the expiration and/or termination of an associated contract, final payment shall be withheld until all ID badges are accounted for.
 - f. ID badges will only be issued to the specific individual cleared via the required background screening process. The cleared individual will need to present themselves in person with a valid copy of a Driver's license or State-issued Identification Card to receive their ID badge.



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- g. All contractors shall prepare a written policy on use of County ID badges for County approval and shall provide periodic policy training to employees.
3. Additional Information
- a. DGS Office of Security Services staff shall promptly submit all Security Clearance request information to the Sheriff's Background Division, California Department of Justice, and the Federal Bureau of Investigation for processing.
- b. Requests for access to Justice related facilities (Courts, Detentions, Sheriff Stations, etc.): ID badges shall not be issued to a contractor without a qualifying recommendation from the Sheriff's Background Division. For Justice related facilities, previous arrest and/or criminal convictions will normally lead to a non-qualifying recommendation and subsequent denial of an ID/Access badge.
- c. Requests for access to all other County facilities: ID badges may be issued to contract personnel with previous legal issues providing the documented activity does not conflict with County business necessity. With respect to criminal convictions, three factors will be considered in determining whether a conflict with County business necessity exists:
- (1) The nature and gravity of the offense(s) for which the applicant was convicted
 - (2) The time passed since conviction and/or completion of sentence
 - (3) The nature of the contract service to be provided
- When required, business necessity determinations shall be made by either the DGS Office of Security Services or the designated representative of the County client department overseeing the execution of identified contract services. Note: An amended disposition of conviction (expunged) shall not be treated differently than a non-amended disposition (non-expunged) for purposes of business necessity determinations.
- d. Reasons for a non-qualifying recommendation (and denial of an ID/Access badge) may include, but are not limited to, the following:
- 1) Felony convictions
 - 2) Conviction for crimes of moral turpitude (prostitution, sex offenses, etc.)
 - 3) Exhibiting patterns of criminal behavior
 - 4) Exhibiting patterns of anti-social behavior
 - 5) Convictions for illegal immigrant smuggling
 - 6) Unresolved warrants or investigations
 - 7) Receipt of subsequent arrest notices after the issuance of an ID badge
- e. Upon receipt of completed background checks, the DGS Office of Security Services staff shall review and validate that all required information is in order. Afterwards, the completed background check package shall be reviewed and approved by the County of San Diego Security Manager prior to issuance of a County badge.
- f. In all cases, non-qualifying determinations and subsequent denial of an ID/Access badge by the DGS Security Manager must be reviewed and approved by the DGS Chief of Facility Operations.



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C. REFERENCE(S):

1. CAO Administrative Manual, Item No. 0040-06, "County Identification Card Program"

A handwritten signature in cursive script, appearing to read "A. Heinze", is written over a horizontal line.

APRIL F. HEINZE, P.E., Director
Department of General Services