



Subject:
Contract Service Provider Security Requirements

Date: October 24, 2008

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 Department (Court Services Bureau/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. DEFINITIONS

1. None

C. PROCEDURES

1. Background Investigations

- a. Background checks are required for all contract employees before access will be permitted to County facilities/property at the beginning of specific contract service.
- b. All contractors shall submit a complete background check package for each employee (including any sub-contractor) who is to work at any County facility. Background check packages must be submitted to the Department of General Services (DGS) Security Manager's office located at the County Operations Center site. Incomplete packages will not be accepted.

A complete 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 employees who are not citizens of the United States: either a valid Resident Alien Badge or valid form of picture identification.
 5. For employees authorized for electronic access, a complete Access Registration Form.
- c. The background check will cost \$20.00 dollars per employee. Contractors shall submit one check covering the cost for all employees payable to: Sheriff, County of San Diego.
 - d. In addition to the background package, contractors must complete a Livescan application. Contractors shall obtain a Livescan Request Application from the DGS Security Office. Along



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with the application, the contractor shall be provided information on various Livescan locations and fees. A fee will be required by the Department of Justice and collected by the Livescan operator.

e. Background checks generally take 4-5 weeks to process. The DGS Security Office will call the contract vendor the same day the background checks are completed to communicate the results. If the background screening results are acceptable, the Security Office will make contact and request that contractor employees come to the office to have their photo taken and ID badge issued.

f. Background checks for contract employees must be renewed, at a minimum, every 4 years.

2. Identification (ID) Badging

a. ID badges will only be given to applicants successfully completing the background investigation. 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 pay \$15.00 per employee for identification badges by submitting one check covering the cost for all employees payable to: Department of General Services, County of San Diego. 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." The pictures must also be in a JPG/JPEG file format. The contractor is advised to keep copies of all applications/background check packages submitted.

c. All fees are determined by the Sheriff Department, State of California, and Department of General Services and are subject to change at any time.

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 County Security Office 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 the contract, final payment shall be withheld until all ID badges are accounted for.

f. The ID badges will only be issued to the individual cleared and that individual will need to present themselves in person with a valid, clean, and legible copy of a Driver's license or State-issued Identification Card.



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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 training on the policy to employees.

3. DGS Security Staff

a. DGS Security staff shall promptly submit all Security Clearance Request information to the Sheriff Court Services Bureau/Background Division, California Department of Justice, and the Federal Bureau of Investigation for processing.

b. ID badges shall not be issued to a contractor without a qualifying recommendation from the Sheriff Court Services Bureau/Background Division.

c. Security Clearance packages may receive a qualifying recommendation from the Sheriff Court Services Bureau/Background Division, but, may be denied by the DGS Security Manager based upon background information received from the California Department of Justice and/or the Federal Bureau of Investigation. Disqualifying information will be immediately provided to the Sheriff Court Services Bureau/Background Division. Reasons for disqualification 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

d. Upon receipt of completed background checks, the DGS Security Clerk 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.

e. Disqualification by the DGS Security Manager must be reviewed and approved by the DGS Chief of Facility Operations.

D. REFERENCES

1. COSD Administrative Manual, County Identification Badge Program, 0040-6

A handwritten signature in blue ink, appearing to read "A. F. Heitze".

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



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