

## **CITY ENGINEERING SECURE FACILITIES ACCESS GUIDELINES**

These guidelines are applicable to all contracts that call for work to be done in any of the City's secure facilities and are incorporated by reference into said contracts. Contractors should be advised that there are separate requirements for General Secure Facilities and Water Utilities Department Secure Facilities.

### **I. GENERAL SECURE FACILITIES ACCESS REQUIREMENTS**

The Contractor and Third-Party Construction Manager shall provide the City with a 10-year background check for all employees, including subcontractors, working in any of the City's secure facilities which include, but are not limited to, the Tempe Transportation Center, East Valley Bus Operations and Maintenance Facility, Police Department/Courts Headquarters, and Police Department substations. Background checks shall be performed by an authorized company capable of conducting a nationwide search. Background checks shall include, at a minimum, information regarding state and national criminal and sexual offender information, and a 5-year driving record search. The Contractor and Third-Party Construction Manager shall be responsible for the cost of all their employee background checks. Below is a list of automatic and discretionary disqualifiers which may disqualify or make an individual ineligible to work at any of the City's secure facilities. The Contractor and Third-Party Construction Manager shall submit all employee background checks to the City of Tempe for review and authorization before the contractor employees or subcontractors are issued a Contractor Identification Badge and before being allowed to work at any of the City's secure facilities. All authorized contractor, subcontractor and third-party construction manager employees shall coordinate with the respective facility supervisor to obtain a contractor identification badge. Contractor and Third-Party Construction Manager employees must wear their contractor identification badge at-all-times while working at the City's secure facility.

#### *AUTOMATIC DISQUALIFIERS*

The following will disqualify any individual who has, at any time:

- Has known affiliations with gangs, gang members, terrorist groups and/or individuals,
- Outstanding felony warrants,
- Conviction for selling, producing, cultivating, or transporting marijuana for sale,
- Conviction for producing, cultivating, or transporting any dangerous drugs or narcotics for sale.

#### *DISCRETIONARY DISQUALIFIERS*

The following may, upon review by the Tempe Police Department, make an individual ineligible to work in or around secure areas of City Facilities:

- Unlawful sexual misconduct;
- DUI conviction or suspension of your Arizona driver's license due to a DUI;
- Commission of a felony;
- Conviction of a felony or any offense that would be a felony if committed in Arizona;
- Outstanding misdemeanor warrants;
- Any other conduct or offense that could jeopardize the safety of City employees or the public; or,
- Insufficient information.

## **II. WATER UTILITIES DEPARTMENT SECURE FACILITIES ACCESS REQUIREMENTS**

The Contractor and Third-Party Construction Manager shall verify that a 10-year background check has been completed within the last 5 years for all employees, including subcontractors, working in any of the City's Water Utilities Department secure facilities which include, but are not limited to, the Johnny G. Martinez Water Treatment Plant, South Tempe Water Treatment Plant, and Kyrene Water Reclamation Facility. The background check shall include state and national criminal and sexual offender information as well as driving record information outlined in Secure Facility Access Requirements. Background checks shall be performed by an authorized company capable of conducting a nationwide search. Background checks shall include, at a minimum, information regarding state and national criminal and sexual offender information, and a 5-year driving record search. The Contractor and Third-Party Construction Manager shall be responsible for the cost of all their employee background checks.

Contractor and Third-Party Construction Manager shall disclose any knowledge of employee criminal history status involving the following:

- Any felony offense
- Any offense involving assault or threats of violence
- Any theft, fraud or financial crimes offense
- Any arson offense
- Any sexual misconduct offense
- Any offense of misconduct involving a deadly weapon

### *SECURE FACILITY VERIFICATION REQUIREMENTS*

The Contractor and Third-Party Construction Manager shall verify that all employee background checks have been completed before the contractor employees or subcontractors are issued a Contractor Identification Badge and before being allowed to work at any of the City's Water Utilities Department secure facilities. All authorized contractor, subcontractor and third-party construction manager employees shall coordinate with the respective facility supervisor to obtain a contractor identification badge. Contractor and Third-Party Construction Manager employees must wear their contractor identification badge at-all-times while working at the City's secure facility.