



CRIMINAL HISTORY RECORD CHECK REQUIREMENTS FOR CONTRACTORS

County Ordinance 2003-030

Starting Oct. 1, 2003, all employees of vendors, contractors, and sub-contractors, who will work, without an escort, in any of the County's "critical facilities" must complete a criminal history record check. Each individual will be finger-printed using a computerized system, and the prints will be electronically transmitted to the Florida Department of Law Enforcement and the Federal Bureau of Investigation for a state and national criminal history records check. Any individual found to have a disqualifying offense (see reverse side) will not be permitted to work unescorted.

How to Get Your Fingerprints Processed:

1. You will be notified by the Project Manager responsible for the purchase or contract that a request for criminal history record checks was submitted to the County's Electronic Services and Security Division (ESS).
2. You and/or your individual employees must phone the ESS/Access Section at (561)355-3235 to schedule fingerprinting. Please make sure that you **do this well in advance of the start date for your work.**
3. Each of you should go to the Parking System Office in the Judicial Center Parking Facility at 505 Banyan Blvd. in downtown West Palm Beach at the scheduled time.
4. You may park in the Judicial Center Parking Facility in the section marked "authorized vehicles only" directly across from the office. Bring the parking ticket into the office so it can be validated.
5. Each of you must bring a Drivers License or other government issued photo ID to verify your identity. You will need to provide the following information for the criminal history record check:
 - First, last and middle names,
 - Any aliases,
 - Employer,
 - Home address,
 - Date and place of birth,
 - Social Security Number, and
 - Drivers License number (or other government issued photo ID number)

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6. The Access Technician will then process the fingerprints and take a digital photograph for a future identification badge.

The Access Section will receive the results of the criminal history record check within a few days. If there are no disqualifying offenses, the Access Section will prepare a photo ID badge for each contractor employee. The Access Section will notify the County agency or department when the badges have been prepared.

You must wear this photo-ID badge the entire time you are in the facility. In addition, some facilities (such as the Courthouses and the Governmental Center) also require everyone entering to be screened. Your contractor ID badge does not permit you to bypass this screening. Some facilities also have card-reader entry systems. If your work requires an access card, you may be given one at the same time. Photo ID badges for unescorted access will have an **expiration date of one year or less**. When badges are renewed, the criminal history record check will be updated.

The vendor or contracting company must collect ID badges from individuals who terminate employment and return the badges to the County agency or department. All badges must be returned to the County agency or department when the contract ends. If a badge is lost or stolen, the vendor or contracting company must notify the Access Section at (561)355-3235 immediately to arrange for a replacement.

What happens if a disqualifying offense is found?

If a disqualifying offense (see reverse side) is found, the Access Section will:

- Send a letter to the individual advising that he or she cannot work unescorted in a critical facility and has the right to obtain a copy of the records with proper identification;
- Notify the agency or department that the individual requires an escort and determine if an escort can be provided;
- Notify the contractor's employer that the individual cannot work unescorted and what provisions, if any, have been arranged for an escort; and
- Not disclose to the agency or department or to the individual's employer the results of the criminal history record check.

If an escort has been arranged for the individual, the Access Section will issue a numbered badge, without a photo, which clearly states that an escort is required. This same type of badge will be issued to contractor employees who have not completed the criminal history record check process. **The badge must be worn at all times while in the critical facility.**

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DISQUALIFYING OFFENSES

A person will be considered to have a disqualifying offense if he or she was convicted of or entered a plea of guilty or nolo contendere to any of these criminal offenses:

1. Carrying a weapon or explosive into a building where this is posted as prohibited.
2. Destruction or vandalism to a public building or property.
3. Conveying false information and threats.
4. Murder or assault with intent to murder.
5. Treason, espionage or sedition
6. Kidnapping or hostage taking
7. Rape or aggravated sexual abuse
8. Unlawful possession, use, sale, distribution or manufacture of an explosive, weapon or weapon of mass destruction
9. Terrorism
10. Hate crimes
11. Extortion
12. Armed or felony unarmed robbery
13. Distribution of, or intent to distribute, a controlled substance
14. Felony arson
15. Felony involving a threat
16. Felony involving:
 - a. Willful destruction of property
 - b. Importation or manufacture of a controlled substance
 - c. Burglary
 - d. Theft
 - e. Dishonesty, fraud or misrepresentation
 - f. Possession or distribution of stolen property
 - g. Aggravated assault
 - h. Bribery
 - i. Illegal possession of a controlled substance punishable by a maximum term of imprisonment of more than one year
 - j. Violence at any public airport
 - k. Information technology crimes including, but not limited to, unlawful use of protected information or hacking
17. Conspiracy or attempt to commit any of the criminal acts listed
18. Any offense involving animals if the individual will be working within an animal care and control facility
19. Any offense involving juveniles when the individual will be working at an aquatic center, gymnasium, Head Start facility, community center or the High Ridge Family Center

The offense will not be considered disqualifying if the individual received a full pardon or had his or her civil rights restored.

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