



## Attachment K

# Personnel Performance and Security Requirements

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## Fresno County Courthouse Renovation

Superior Court of California

County of Fresno



ADMINISTRATIVE OFFICE  
OF THE COURTS

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OFFICE OF COURT CONSTRUCTION  
AND MANAGEMENT

**Section A of Attachment K**  
**Personnel Performance Requirements**

**1. Contractor Personnel Performance Requirements**

- 1.1 Contractor shall provide all personnel (including Subcontractor personnel) necessary to accomplish the Work authorized under this Agreement. Contractor shall ensure all Work is properly authorized and prioritized and ensure persons who are utilizing the Facility are well informed.
- 1.2 Contractor Employees: The Contractor shall not employ persons, or subcontract to persons, identified as a potential threat to the health, safety, security, general well-being or operational mission of the courts. The Contractor shall ensure employees obtain and maintain current certifications needed to perform assigned Work. Employees must maintain necessary qualifications in order to perform assigned Work, not limited to: access clearances, professional registration, and training currency.
- 1.3 Appearance: Contractor and Subcontractor personnel shall present a clean, neat, and professional appearance and be easily recognized as Contractor employees. At the minimum, the Contractor shall ensure all employees exhibit an identifying badge or patch, which shall include name of the corporate entity employing the employee and the employee's name. Each employee shall wear the badge or patch on the front outer clothing. The badge shall be visible at all times. The AOC recommends that the Contractor implement a standard dress for all employees performing Work at a Facility.
- 1.4 Communication: Contractor staff members assigned to perform Work must have the ability to communicate clearly and professionally both in written and verbal English. The Contractor staff will be expected to effectively communicate with AOC staff, Court staff, county employees, judicial officials, members of the public, regulatory agencies, and others as needed.
- 1.5 Authorized Overtime. The AOC will not pay for any staff overtime for non-exempt employees unless the AOC authorizes such payment in advance. The AOC will never pay for staff overtime for exempt employees.
- 1.6 Scheduling. Construction and Maintenance work will frequently have to be performed outside of Normal Working Hours. Contractor will absorb the costs of performing this Work outside of Normal Working Hours. The AOC expects that

Contractor will minimize overtime payment by implementing a well-managed schedule, such that some employees will be regularly scheduled to work outside of Normal Working Hours, if appropriate.

- 1.7 Security Protocols. Contractor personnel will comply with all AOC- and Court-required security protocols in the performance of Work. Such protocols shall include the then-current AOC Tool Control Policy. The current version of the AOC Tool Control Policy is found in Section B of Attachment K.
- 1.8 The Contractor shall ensure that keys/key cards issued to the Contractor are not lost or misplaced and are not used by unauthorized persons. The Contractor shall re-key locks at no cost to the AOC when keys or key cards are lost or misplaced or otherwise compromised through the negligence of Contractor or Subcontractor employees. Contractor must immediately report lost or duplicate keys to the Regional Manager. Contractor must prohibit the use of keys by any person other than the Contractor's or Subcontractor's employees. Only the Contractor's employees or Subcontractor's employees engaged in the performance of Work shall be granted access to locked areas.
- 1.9 Contractor shall at all times maintain an injury and illness prevention program that is compliant with federal and state law, and shall ensure that all Contractor staff members assigned to perform Work have received the necessary safety related training and are supplied with the personal protective equipment necessary to perform Work.

## **2. Criminal Background Screening**

- 2.1 Access to Restricted Areas. Only Approved Persons may have unescorted access to the Restricted Areas of a Facility. Contractor and Subcontractor employees who are not Approved Persons may access Restricted Areas only if they are Escorted by an Approved Person. Contractor may not rely upon an employee of the Court to escort or monitor these persons. Contractor must take all reasonable steps to ensure that its operations in any Restricted Area are at all times consistent with this Exhibit D, Section 4.1 ("Access to Restricted Areas").
- 2.2 Notification. Contractor must notify all Subcontractors that (i) the AOC requires a background check for personnel working in Restricted Areas, (ii) individual Courts may have supplemental screening procedures, criteria, and requirements, and (iii) Subcontractor employees must comply with both the AOC's and the Courts' checks and procedures.

- 2.3 AOC Screening and Approval Process. The AOC shall conduct the screening and approval of employees of Contractor and Subcontractors that have access to the Restricted Areas pursuant to OERS's then-current background check policies and procedures. Contractor agrees to cooperate with the AOC with respect to the screening of those employees. A copy of OERS's background check policy current as of the Effective Date is attached as Exhibit N for the Contractor's reference. The AOC may update this policy at any time, without notice to the Contractor.
- 2.4 AOC Badges. The AOC will issue an identification badge to each person who is approved by the AOC pursuant to Exhibit D, Section 4.3 ("AOC Screening and Approval Process"), bearing that person's name and picture. The badge will indicate that the person is permitted to access the Restricted Areas. The AOC will either (1) notify Contractor if an employee is approved, whereupon the AOC will issue an identification badge for that person, or (2) provide an identification badge for the person to the Contractor, and Contractor will be responsible for issuing the identification badge to that person. All such persons must wear their identification badges in a readily-visible manner whenever they are in a Restricted Area. The Contractor will have a procedure in place to ensure that all badges are returned to the AOC upon termination of an employee.
- 2.5 Court-Required Screening and Background Check Requirements. Even if a Contractor or Subcontractor employee has an AOC-issued badge, the Court has the ultimate decision as to whether a specific Contractor or Subcontractor employee may have unescorted access to its Facility. Each Court shall have the right at any time to refuse Facility access to any Contractor or Subcontractor employee (even if that employee has an AOC-issued badge) if the Court determines, in its sole discretion, that such person poses a risk to the Court or any person, system, or asset associated with the Court. Each Court may elect to perform supplemental screening on Contractor or Subcontractor employees who perform Work in that Court's Restricted Areas. Contractor agrees to cooperate with the Court with respect to the screening of those employees, and shall obtain at no additional cost to the Court all related releases, waivers and permissions the Court requires. The Court may issue its own identification badge or other credential to persons who have passed the applicable Court-required screening procedure.
- 2.6 DOJ and DMV Requirements: Notwithstanding anything in this Agreement to the contrary, Contractor must comply with background check and clearance requirements of the DOJ and the DMV relating to any employee of either Contractor or Subcontractor who has physical access to any area which is either connected to, or contains records from the following databases: the DOJ criminal computer database,

- including the California Law Enforcement Telecommunications System (CLETS) and the Criminal Offender Record Information (CORI), and the DMV computer database. If requested by either the Court or the AOC, Contractor must provide to either the Court or the AOC suitable documentation evidencing Contractor's compliance with the policies, practices, and procedures of the DOJ and the DMV regarding background check and clearance requirements relating to access to these databases.
- 2.7 **Costs.** Costs for Escorting in connection with Firm Fixed Price Work or Cost Plus Work shall be included in the Firm Fixed Price. The Contractor will not receive additional compensation or reimbursement from the AOC for any costs related to Escorting in connection with Firm Fixed Price Work or Cost Plus Work. The Contractor will be responsible for the cost of the background check (e.g. LiveScan), employee time, fingerprinting fees, local administrative or processing fees, or other costs.

### **3. Coordination with Ongoing Court Operations**

- 3.1 **Coordination with Court Liaison.** Access to a Facility and entry to buildings, restrooms, mechanical rooms, electrical rooms, or other rooms, for construction, maintenance, and repair purposes, must be coordinated with the Court Liaison before Work commences. The Contractor must notify the Court Liaison of any schedule changes, and provide construction and/ or maintenance progress status to AOC and the Court Liaison. The Court Liaison shall be notified of completion of maintenance work and invited to inspect Work prior to acceptance and closing a Maintenance SWO.
- 3.2 **Stop Work.** The Court Liaison or his or her designee may order Contractor or Subcontractor personnel to stop Work if the Work is interfering with Court operations.
- 3.3 **Special Court Hours.** Occasionally a Court may be in session after Normal Working Hours. When this occurs, the Contractor will provide service as if it were Normal Working Hours. Every effort will be made to provide at least a twenty-four (24) hour notice, but in some cases little or no advance notice may be given. Work outside of Normal Working Hours and the coordination of such work is included in Firm Fixed Price.
- 3.4 **Disruption of Services.** Contractor understands that Work may be performed in spaces regularly scheduled for Court operations. Any disruption of Court operations by Contractor or Subcontractor personnel requires prior approval. The Contractor shall coordinate scheduled outages with the AOC Facility Manager and the Court Liaison prior to submitting the schedule for approval. Outages affecting five to ten

(5-10) persons require a minimum two (2) Business Day's notification prior to the outage. Outages affecting more than ten (10) persons require five (5) Business Day's notification. Such notification shall be made for disruptions of any services (such as shutdown of public access, road access, electrical service, water service, lighting, or other utilities) or disruptions, loud noise, or strong odors caused by any maintenance or construction work (such as blocked access, pest or herbicide spraying, HVAC down for service, etc.). Notification of affected downtime due to emergency outages or interruptions is expected.

- 3.5 System Availability. The Contractor shall maintain Facility systems to minimize breakdowns and maximize habitability during Normal Working Hours. All Facility systems shall be available during Normal Working Hours unless specifically authorized by the AOC. Fire suppression, protection, and detection systems shall be fully operational twenty-four (24) hours a day, seven (7) days a week unless specifically authorized by the AOC. The AOC may authorize downtime of Facility systems in order to facilitate other maintenance or repair so long as that downtime does not affect the Facility habitability or life and safety. Any downtime during Normal Working Hours and outside of authorized downtime shall be considered unauthorized downtime. Any situation that requires unscheduled corrective maintenance shall be considered a breakdown.

#### **4. Standard of Professionalism**

- 4.1 Contractor shall perform all Work in a quality manner that meets or exceeds all AOC standards and any professional standards for the industry and type of work being performed.
- 4.2 Contractor shall ensure all Work is properly authorized and prioritized; ensure Court Liaisons are well informed; and provide the data needed to support the planning and programming of the AOC mission. All Work shall be captured on a valid Service Work Order number.
- 4.3 Contractor must implement and comply with all plans submitted to the AOC, including the MP and safety plans.

#### **5. Services Warranties**

- 5.1 Contractor warrants and represents that its employees and its Subcontractors' employees assigned to perform Work under this Agreement have and will maintain throughout the course of the Work (i) the licenses and credentials in the specified area(s) of competence required by applicable law, (ii) the skills, training, and

background reasonably commensurate with their level of performance or responsibility so as to be able to perform in a competent and professional manner in accordance with generally accepted industry standards. Contractor warrants and represents that all Contractor or Subcontractor employees will be properly supervised while performing Work.

- 5.2 Contractor warrants that the Work will be completed in a quality manner and will meet or exceed all AOC standards and the standard of care for the industry and type of work being performed.
- 5.3 All warranties, including any special warranties specified elsewhere herein, shall inure to the AOC, its successors, assigns, customer agencies, and the appropriate Court.

## **Section B of Attachment K**

### **AOC Tool Control Policy**

#### **Property Control**

##### **1. Background**

The AOC Facility Management Unit is responsible for Facility Services throughout the facility including In-Custody Holding areas. Successful provision of services in all areas requires technical personnel to access and operate in these areas and to bring all the tools, supplies, materials, parts, and equipment necessary to complete their work. Due to the unique nature of the environment, there is an extremely high risk that any of these items, if not properly controlled, will result in property damage, and/or personal injury to those who operate and occupy the areas, and to others who may in the course of normal operations, enter these areas.

##### **2. Policy**

- 2.1 **In-Custody Holding Areas**: It is the policy of the Facility Management Unit to control all tools, supplies, materials, parts, and equipment necessary to complete Facility Services work in In-Custody Holding areas. This control will be achieved through implementation of the procedures and documentation below and will be reinforced through periodic evaluation.
- 2.2 **All other areas**: This policy applies equally to all other areas in which Court or Court-related or supported functions are conducted. These areas include but are not limited to conference rooms, secured Court staff areas, parking lots, administrative areas, hallways, conveyances, restrooms, and building infrastructure control rooms. Control in these areas shall be achieved to the greatest extent possible through an emphasis on awareness, vigilance, and on-the-spot remediation of deficiencies in property control and accountability.

Acceptance of employment in the Court environment in general implies a thorough understanding of the physical security risks involved when tools, supplies, materials, parts, and equipment are not properly controlled. Facility Management Unit staff and outsourced service providers at all levels are responsible to support this policy through education and direct action. Failure to apply the fundamentals of this policy through action or inaction can result in property damage, and/or personal injury to



anyone in the Court environment and can lead to appropriate action, up to and including the suspension of granted access rights to state courts.

### **3. Goal**

Eliminate risks of property damage, and/or personal injury to those who operate and occupy In-Custody Holding areas, and to others who may in the course of normal operations, enter these areas.

### **4. Procedure**

There are three basic phases in the accomplishment of Facility Services in In-Custody Holding areas.

- 4.1 Pre-entry: The basic activities in this phase include planning, scheduling, and coordination with In-Custody operational personnel, and assembly of tools, supplies, materials, parts, and equipment necessary to complete the work. This includes travel to the job site, arrival, and formal notification to In-Custody operational personnel that all preparations for work are completed. Establishment of positive control of tools, supplies, materials, parts, and equipment is accomplished.
- 4.2 In Place: This phase includes activities carried out while inside the controlled In-Custody Holding areas. There shall be no intermediate exit/re-entry.
- 4.3 Exit. In this phase, technicians have completed all work and are outside the controlled In-Custody Holding areas. Technicians inform In-Custody operational personnel of the job status, report any unusual circumstances, and complete necessary documentation to validate and record control of tools, supplies, materials, parts, and equipment.

### **5. Minimal Operational Requirements**

Proper control of tools, supplies, materials, parts, and equipment is achieved through inventory and documentation activities at each of the three phases as described above. Personnel must be vigilant to ensure:

- 5.1 Careful determination and inventory of what is needed in the Pre-entry phase.
- 5.2 Strict limitation on what is brought into the In-Place phase, to the minimum required property as shown on the Pre-Entry inventory.
- 5.3 Validating that the same property is removed during the Exit phase.

5.4 Accuracy and thoroughness in completing required documentation.

## **6. Documentation**

In order to record the actions required in the Minimal Operational Requirements, a simple localized form shall be developed and used at each occurrence of the procedure above.

6.1 The form shall allow for recording of the date, place, and time of the inventory of property in the Pre-entry Phase and shall have a place to record the signatures of both the technician, (or lead technician), and the In-Custody operational personnel.

6.2 The form shall allow for recording of the inventory of property in the Exit Phase and shall have a place to record the date, place, and time, and signatures of both the technician, (or lead technician), and the In-Custody operational personnel.

6.3 If, during the Exit phase, it is discovered that one or more items shown on the Pre-entry inventory are missing, Facility Services personnel shall immediately report the condition to the In-Custody operational personnel, remain at the job site, and comply with all direction as provided by the In-Custody operational personnel to resolve the deficiency. Regardless of the results of the effort to reconcile “Pre-Entry property inventories” to “Exit property inventories”, Facility Services personnel shall record the details of the event on the form.

6.4 Retain completed forms for at least 90 Days at each site.

## **7. Compliance**

Compliance with this policy is demonstrated with existence of written site specific guides, and existence and proper use of the required inventory forms.

## **8. Site Specific Requirements**

Because there are a very wide range of physical layouts, sizes, assignment of In-Custody operational personnel, Facility Services resources, and In-Custody operating schedules and procedures, local Facility Services management shall establish written site specific guides and procedures, but at a minimum must include a form to record the date, place, and time of inventories and validation signatures as shown in the Documentation section above.

## **9. Site Specific Options**

Decisions on whether or not to establish dedicated tool cribs, shadow boards, containers, property marking, lost/found property guidance or other control measures for tools,

supplies, materials, parts, and equipment in support of general Facility Services operations are local, and as such are outside the provisions of this policy. Such provisions shall not in any way take precedence over, or in any other manner interfere with, the requirements of this policy.

#### **10. Exemption**

The procedures and documentation in this policy is not required when Facility Services personnel are sworn peace officers and also serve in the capacity of In-Custody operational personnel.

#### **11. Site Specific Requirements**

AOC personnel shall evaluate compliance with this policy upon random inspection of completed forms and also through random observation of the full cycle of the Pre-entry, In Place, and Exit phases of an occurrence.

### **Section C of Attachment K**

#### **AOC BACKGROUND CHECK POLICY**

##### **1. CLETS (California Law Enforcement Telecommunication System)**

- 1.1 AOC retains contractors to do work on its behalf or on behalf of courts, and these contractors are often located in the courts. Many if not all courts subscribe to CLETS service from the DOJ and have CLETS terminals, records, and information in their Facility, as does the CCTC.
- 1.2 There are strict regulations regarding access to CLETS. Government Code sections 15150–15167 establish the DOJ’s responsibility for maintenance of the system. The DOJ publishes a *CLETS Policies, Procedures, and Practices* document that specifies, among other things, the fingerprint and background check requirements for access to CLETS-provided information. Entities that subscribe to CLETS service from the DOJ are responsible for their compliance.
- 1.3 As a service to the courts and as a precaution, the AOC has implemented a policy of conducting CLETS-level background checks for any of its contractors who would be in Restricted Areas. The AOC’s Executive Office delegated to the Office of

Emergency Response and Security (OERS) oversight of background checks for non-AOC employees working under contract with the AOC in Restricted Areas.

- 1.4 OERS will send the OERS procedure to the designated Contractor contact. The Contractor is responsible for explaining the restrictions to the Contractor “Applicants.” They are responsible for requiring Applicants to sign an authorization form and forward it to OERS.
- 1.5 OERS will send the Contractor contact an “Applicant Packet” with the appropriate instructions and forms. The forms are pre-filled with AOC routing and billing information. The Contractor contact gives the Applicant the paperwork so he or she can be fingerprinted. The response time from the DOJ is usually within a week, but delays sometimes occur due to fingerprint quality, criminal information hits, or erroneous information submitted on the fingerprint transaction. OERS will provide the AOC contact and Contractor contact with information about how Applicants can check the status of their submissions with DOJ.

## **2. What are the Evaluation Criteria?**

- 2.1 OERS will review the results using the following evaluation criteria, which comply with DOJ regulations. Applicants are not suitable for unescorted access to a Restricted Area if the results of an Applicant’s background check reveal any of the following:
  - A felony conviction of any kind; or
  - Any misdemeanor conviction *or* charge pending court disposition involving violence, weapons, theft, robbery, burglary, embezzlement, dishonesty, gang activity, drugs (excluding certain misdemeanor marijuana convictions more than two years from the date of such conviction, as specified in California Labor Code section 432.8), or moral turpitude.
- 2.2 Crimes of moral turpitude (that are not already described in the criteria above) include:
  - Assaultive crimes involving false imprisonment, discharging a firearm, and shooting at an inhabited dwelling.
  - Drug crimes involving maintaining a drug house, possessing heroin for sale, possessing marijuana for sale, selling drugs, and transporting a controlled substance.

- Escape crimes involving escape with or without violence and evading a peace officer.
- Property crimes involving arson, forgery, and receiving stolen property.
- Sex crimes involving indecent exposure, lewd acts on a child, pimping and pandering, and rape.
- Weapon crimes involving possessing or conspiring to possess an illegal firearm and possessing a deadly weapon with intent to assault.
- Other crimes involving bribery, extortion, kidnapping, perjury, and terrorist threat.

2.3 The following will be reviewed on an individual basis to determine suitability for access to a Restricted Area:

- Misdemeanor convictions greater than 10 years old;
- Misdemeanor arrests, infractions, and/or convictions within the last 10 years that, when taken in total, establish reasonable doubt about the Contractor's suitability for access; or
- Felony arrests.

### **3. What is the Evaluation Process?**

3.1 Because the AOC qualifies as an Applicant Agency under California law, it receives the criminal record results electronically from the DOJ. OERS follows the DOJ instructions to keep the information secure. It cannot share the criminal record result information.

3.2 Each background check produces a unique State Identification Number (SID). OERS records that number for tracking purposes and deletes the criminal record results.

#### **3.2.1 Applicants Suitable for Access to Restricted Areas**

- If an Applicant is suitable for access per the evaluation criteria, OERS will notify the AOC contact and Contractor contact. OERS then deletes the criminal record results.
- The AOC contact or Contractor contact must provide OERS the Applicant's badge authorization form and digital photograph. These will

be used for badge purposes only. The photograph must meet the requirements on the form.

- OERS will forward the Contractor's badge to the Contractor contact for distribution. The Contractor must wear the badge in a visible location at all times while in a Restricted Area, as visual confirmation that he or she is suitable for access.

### 3.2.2 Applicants Not Suitable for Access to Restricted Areas

- If an Applicant is not suitable for access per the evaluation criteria, OERS will notify the AOC contact and Contractor contact that the applicant is not suitable for unescorted access to a Restricted Area. OERS then deletes the criminal record results.
- OERS will provide the AOC contact and Contractor contact with information about how Applicants can review and correct any mistakes in their records with the DOJ.
- OERS must submit a No Longer Interested (NLI) form to DOJ so that it does not receive subsequent arrest notifications on Applicants deemed not suitable. For this reason, if the Applicant's record is corrected and the AOC contact wants OERS to re-evaluate, the Applicant will have to be re-fingerprinted.

### 3.2.3 Subsequent Arrests

- After OERS receives criminal record results, it automatically gets subsequent arrest notifications. OERS will continue to get this information until it submits a NLI form to the DOJ.
- If OERS is notified of a Contractor's arrest, it may re-evaluate the person's suitability for unescorted access to Restricted Areas. OERS reserves the right to change its determination of a person's suitability for unescorted access to Restricted Areas based on a subsequent arrest. If this occurs, OERS will notify the AOC contact and Contractor contact and request that the Contractor's badge be returned and that unescorted access to a Restricted Area be discontinued.

### 3.2.4 Requests for Exceptions

- Exceptions are rarely considered because the evaluation criteria implement mandatory DOJ regulations. If an Applicant receives notice that he or she is not suitable for access to Restricted Areas, the Contractor contact may request that the AOC contact request an exception from OERS. The request must be in writing. It must include the Applicant's name and a statement of the basis of the request. In addition, the Applicant will have to be re-fingerprinted. OERS will send the Contractor contact a new Applicant Packet. Once OERS receives the criminal record results electronically from the DOJ, the OERS Senior Manager will evaluate the request and notify the AOC contact and Contractor contact of the decision.

## 4. What is the Badging Process?

### 4.1 Badge Issuance

- 4.1.1 Badges are issued to suitable Applicants, as described in that section of this policy. These green badges help identify Contractors who have been deemed suitable by OERS for unescorted access to Restricted Areas. The badges do not provide any special privileges to Contractors (for example, bypassing entrance security screening). They also do not allow access to secured AOC Facility.
- 4.1.2 The badges that allow access to AOC buildings are part of a separate OERS program. AOC building access is only granted to people who will work in the building regularly, and it must be applied for in person. The AOC contact or designee may escort the Contractor to the OERS Badge Room to complete the required form and have a picture taken. Badging is from 9-11 a.m.

### 4.2 Badge Replacement

- 4.2.1 Because the badges have an expiry date (six months from the date they are created), OERS will forward batches of replacements to the AOC contact or Contractor contact to distribute as needed. The expired badges must be returned to OERS to be destroyed.

### 4.3 Badge Return

- 4.3.1 When an Approved Applicant is no longer employed by the Contractor contact or is re-assigned so that he or she no longer needs access to a Restricted Area, the following must happen:

- The Contractor contact and AOC contact must inform OERS as quickly as possible.
- The Contractor contact must promptly collect the Contractor's badge and return it to OERS.
- OERS must fax an NLI form to the DOJ so that it does not receive subsequent arrest notifications.

#### **5. Questions and Complaints?**

OERS communicates directly, only, with the AOC contact or Contractor contact. Any questions or complaints should be routed to the AOC contact or Contractor contact (for example, questions or complaints relating to the retention, day-to-day management, or termination of Contractors).



## ATTACHMENT 1 Contractor Background Check Authorization

In connection with my work under this contract, I authorize procurement of a background check that includes:

- A statewide criminal history from the California Department of Justice; and
- A national criminal history from the Federal Bureau of Investigation.

I authorize the release of this information without restriction to the AOC for purposes of determining my suitability for unescorted access to Restricted Areas, which are defined as any area of either the California Courts Technology Center or a court facility which (1) contains a means to connect to DOJ criminal databases via the California Law Enforcement Telecommunications System (CLETS) or (2) contains any records or information (stored in physical or electronic format) that were obtained via CLETS. The definition of Restricted Area also applies to electronic access to network and computing components where CLETS data is transported or stored in a physical or electronic format.

I agree that the results of my background check may be reviewed by OERS staff. I understand that:

1. OERS will determine my suitability for unescorted access using a list of Evaluation Criteria that are based on DOJ regulations for CLETS.
2. OERS will notify the Contractor contact whether I am suitable for unescorted access. OERS will not, however, disclose any details from the results of my background check.
3. OERS will follow the DOJ instructions to keep the criminal record result information secure. OERS will record the state identification number from the results for tracking purposes, and delete the results after evaluation.

I acknowledge that a scanned or faxed copy of this release shall be as valid as the original.

Signature

:

Printed name (please print  
clearly):

Date:

Employer

:

County and state of residence:

Operating company (if  
different):

## ATTACHMENT 2 Contractor Badge Request

The designated Administrative Office of the Courts (AOC) contact or Contractor contact is responsible for reviewing this information with Contractor “Applicants.” Applicants must complete this form in full and provide a photograph for a badge. The photograph must meet these requirements:

- Be a current picture (one that is no more than six months old);
- Be at least two inches square in size (large enough to be clear);
- Have a resolution of at least 72 dpi (good quality—not blurry);
- Be against a solid background (for example, a white wall); and
- Show the Applicant’s head clearly (i.e., no hats or sunglasses).

The AOC contact or Contractor contact will submit these items to the Office of Emergency Response and Security (OERS). The items will only be used for badging purposes. If the Applicant is suitable for access to Restricted Areas, OERS will send a Contractor badge to the Contractor contact for distribution.

The Contractor must wear the badge in a visible location at all times while in a Restricted Area, and must return the badge if requested or when he or she stops working in the Restricted Area.

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Last name: \_\_\_\_\_ First name: \_\_\_\_\_  
Employer: \_\_\_\_\_ Operating company (if different): \_\_\_\_\_  
Hair color: \_\_\_\_\_ Eye color: \_\_\_\_\_ Height: \_\_\_\_\_ Year of birth: \_\_\_\_\_

**For AOC contact use only:**

Authorized by: \_\_\_\_\_ AOC Division or region:  
 FIN Division       OCCM—BANCRO  
 IS Division       OCCM—NCRO  
 OCCM—IDIQ       OCCM—SRO  
 Other (specify): \_\_\_\_\_

**For OERS use only:**

Authorized by: \_\_\_\_\_ Badge: \_\_\_\_\_ Date: \_\_\_\_\_