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Contractor and Vendor Identification System

Responsible Office: Public Safety Division

Originally Issued: December 1977

Revised: December 2002

1.0 Purpose:

To provide procedures and instructions for the issuance and control of GHSU Identification Badges to Contractors and Vendors.

2.0 Policy:

All employees of contractors and vendors of Georgia Health Sciences University must visibly display a GHSU issued identification badge at all times while on GHSU controlled property. Each employee of a contractor or vendor requiring access to any GHSU facility or property must submit to a criminal history background check to be conducted by GHSU Public Safety prior to being issued an identification badge. Persons with criminal histories can be denied access to GHSU facilities and property.

Persons requesting badges and undergoing background checks need to be informed that providing false information, such as name, date of birth and social security number, to a Police Agency is a violation of Georgia Law (OCGA 16-10-25).

No person with a felony conviction will be granted access to any GHSU facility. Persons with certain high and aggravated misdemeanors may be denied access based on a decision of the Director of Public Safety or Chief of Police after considering the type of crime, age of the offense, and length of the criminal history.

Contractors and vendors that require access to GHSU facilities for one day or less, and who are in the company of an GHSU employee at all times, need not secure an GHSU identification badge or undergo a background check.

3.0 Procedure:

3.1 Responsibility: Facilities Management Division

3.1.1 Advise contractors and vendors of this policy during pre-construction conferences, provide contractors with policy, if required, and direct contractors to the ID Badging/Key Control Office in Annex II.

3.1.2 The appropriate Project Manager will approve, by signing the request for badge form, the issuance of GHSU identification badges to contractors.

3.2 Responsibility: Contractor

3.2.1 Require each employee to fill out and sign the form requesting an GHSU identification badge and notifying them of a background check.

3.2.2 Go to the Public Safety Division ID Badging/Key Control Office prior to commencing work on campus and arrange to have identification badges assigned to each employee.

3.3 Responsibility: Public Safety Division

3.3.1 Receive requests for identification badges from contractors.

3.3.2 Verify that the Project Manager has approved and signed the form.

3.3.3 Conduct a Criminal History Background check on each employee.

3.3.4 Advise the Director of Public Safety or Chief of Police as to the status of background checks that contain derogatory information concerning an employee.

3.3.5 Issue identification badges as appropriate, once approved.

3.3.6 If access is denied due to criminal history, notify the contractor or the GHSU Project Manager of the denial.

3.3.7 Maintain records of all badges issued and all requests denied.

3.4 Responsibility: Materials Management and Contracting Departments

Advise vendors of this policy during pre-contract award conferences, provide contractors with policy, if required, and direct contractors to the Public Safety Division ID Badging/Key Control Office in Annex II.

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