

Superior Court of California, County of Fresno
Policy

Vendor/Contractor Access, Keys, Codes & Identification Badges

It is the policy of the Superior Court of California, County of Fresno (Court) to ensure that all court facilities are as safe and secure as practical for all those who work in or visit the Court. In an effort to ensure the safety and security of all court facilities, vendors and contractors and their employees who are selected to provide services requiring access to private or public spaces within court facilities shall be required to submit to thorough background screenings. All costs related to vendors, contractors and their employees background screening, and identification badges, will be borne by the vendor or contractor unless otherwise agreed to by the Court.

Access to the Superior Court of California, County of Fresno, is at the sole discretion of the Court.

The Facilities Division (Division) of the Court shall be responsible for ensuring that the selected contractor or vendor and its employees are properly screened, provided identification badges, and access instructions. The Division must also approve all service delivery schedules and will interact with the vendor or contractor and their employees on all issues related to access to court facilities. In so doing, the Division shall maintain a written/electronic record identifying who has been granted access and the date access was granted or removed.

Upon award and prior to the commencement of any work, the vendor or contractor shall submit an accurate listing of all their employees needing access to or within court facilities for background screening by the Court on the court's Facilities Access Request Form. The Court shall conduct the screening and provide the outcome to the vendor or contractor prior to the start of any work.

The vendor or contractor is responsible for the security of all keys, electronic access and identification badges issued to themselves or their employees. These items shall not be shared with or provided to others without prior approval from the Court Facilities Director or his/her designee. Misuse of issued keys, codes, or identification badges may lead to suspension of privileges.

Keys, codes and identification badges are the sole property of the Court. Loss of any key, code or identification badge shall be reported immediately to the Court Facilities Division.

Vendors and contractors will be required to provide a report of the loss of a key or keys from a law enforcement agency prior to replacement of their issued keys. Costs for replacement of lost identification badges shall be the sole responsibility of the vendor or contractor.

All court issued keys, codes, and identification badges shall be returned **to the Court Facilities Division within five (5) working days of the projects conclusion or expiration of the contract.**

Vendors and contractors and their employees shall wear their issued identification badges, in a conspicuous manner, at all times while working in or at court facilities.

EVALUATION CRITERIA:

The Court will review the results of background screenings using the following evaluation criteria.

Applicants are not suitable for access to private areas of court facilities 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.
- Crimes of moral turpitude (that are not already described in the criteria above)
- 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.

The following will be reviewed on an individual basis to determine suitability for access to a court facility:

- 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.