

INDIVIDUALS WITH PENDING OR ACTUAL CONVICTIONS RELATING TO MISDEMEANORS AND/OR FELONIES MAY NOT BE ELIGIBLE TO RECEIVE AN IDENTIFICATION BADGE.

BACKGROUND INVESTIGATIONS TRAINING



Background Investigations on employees, contractors, and volunteers are a vital segment of any Security program. Properly conducted background investigations can avert problems of workplace violence, employee theft, and reduce legal liability for negligence. The course conducted by Rosalind Harris discusses elements of background investigations, general laws governing investigations, and steps on how to develop an effective program for conducting background investigations. Learn about loss prevention, important reasons for background screening, and how to consult criminal records, whether international, national, or local. For additional information regarding training arrangements please contact Cyndy Taschman at (805) 654-2051.

ID BADGES

All badges will be issued and controlled by the GSA, Special Services office. Vendor and volunteer badges shall be renewed annually.

The requirements include:

- GSA ID (identification) Badge Requisition e-form (GSA-SEC2A), endorsed by the contract administrator.
- Signed copy of the general terms and agreements sections of the contract or Purchase Order (one per vendor is all that is required).
- Proof of employment.
- Approved background investigation report.
- or Signed release form if the report is to be prepared by the Security office.

The Special Services Division will assess a charge for the badge. The individual or department shall provide funding. The Special Services Manager reserves the right to deny or retrieve an identification badge when the security of the County of Ventura is in question.

INDIVIDUALS PROHIBITED FROM OBTAINING A BADGE OR WORKING ON COUNTY PREMISES BASED ON THE FINDINGS OF THEIR BACKGROUND CHECK HAVE NO RIGHT TO APPEAL.

Rev. 06/2018

SECURITY BADGES

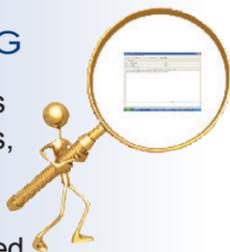


VENDOR AND VOLUNTEER

Prepared by Rosalind Harris
06/19/2018

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PURPOSE

To enhance security in County of Ventura facilities by establishing uniform security standards by which County vendors and volunteers shall operate.

POLICY

Every vendor, employee, or volunteer must display an official County of Ventura identification badge while working on County premises. To obtain a badge, the individual must undergo a background investigation. Departments are responsible for ensuring that these requirements are met. Vendors making deliveries possessing company identification are exempt from obtaining a County badge. However, it must be visible. The exemption pertains to deliveries made in nonrestricted areas.

A background investigation is a criminal history check conducted as a means to review an individual's background with respect to their participation in County operations and services.

Additional information can be found at: http://myvcweb/images/GSA/Images/Facilities/Special_Services_Home/Publications/SecurityBadgesForVendors-VolunteersPamphlet.pdf

BACKGROUND INVESTIGATION PROCEDURES

An investigation can be obtained by one of the following methods:

- 1) Departments, vendors, or volunteer groups, conduct their own investigations or use of a third party research company. The report is submitted to the Security office by the sponsoring County department. If the results do not meet departmental or Security standards, the request for a badge will not be approved. After the report is approved, the vendor's employee or volunteer shall present the identification requisition form to the Security office. An identification badge shall be issued at that time.
- 2) The Security office via a third

FOR
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 ASSISTANCE
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party research company conducts the background investigation. The vendor employee or volunteer shall present to the Security office an identification badge requisition form. The form has a box indicating that an investigation is needed. This box must be marked, thereby approving that an investigation be conducted by the Security office. A release form must be signed by the individual at the time of the query. A report is run by a third party company and takes approximately 20 minutes. There is no cost for this service if the request is part of the badging process. Departments will be given the results if negative and allowed an opportunity to rescind their approval. Requirements include current residential, national and local searches for both civil and criminal cases. We do not investigate the personal credit history of the applicant.

The vetting performed under this program is not for the purpose of pre-employment screening. This security screening performed relates to obtaining a security clearance for access. The badge indicates that an individual has been pre-cleared to work on County premises. The program goal is to have our buildings staffed with reliable, law-abiding vendors and volunteers who will efficiently and effectively discharge their duties without criminal incident for the protection of other vendors, volunteers, employees, and members of the public.

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