

CAPITOL POLICE SECURITY ADMINISTRATION PHOTO IDENTIFICATION AND ACCESS BADGES

POLICY AND PROCEDURES FOR CONTRACTED PERSONNEL

- 1.** The following policy and procedures are in place to ensure that personnel of all contracted firms, companies and associations are approved to perform work or provide services in the Capitol Complex and other secured buildings and premises. This does not include suppliers, visiting vendors or delivery persons who must enter through secured visitors' entrances.
 - a.** Contracted personnel who will be on the premises during the business day (Monday through Friday, 6 a.m. through 6 p.m.) for less than two weeks will NOT need identification badges, and will be admitted to buildings through the security checks at visitors' entrances. All contracted personnel who will be on the premises for more than two weeks during the business day, or after business hours, on weekends, and on holidays MUST HAVE identification badges and are considered to be prime contracted personnel.
 - b.** An Agency Project Manager oversees and coordinates the various phases of work performed by contracted persons (including subcontractors, their subcontractors, and suppliers) and insures the general conditions and all requirements of the project are met for the commonwealth. This includes security related issues for contractor access and compliance with the Request for Criminal History Record Information Act check (CHRIA) performed by the Pennsylvania State Police. An Agency Project Manager provides to the Capitol Police Security Administration Office a list of all prime contracted persons who perform work on the Capitol Complex premises.
 - c.** Agency Project Managers will coordinate with and provide Capitol Police Security Administration with a list of contracted personnel who require badges. Agency Project Managers will ensure that contracted personnel have complied with the criminal history background check process. Personnel requiring photo identification badges must present a cleared CHRIA report and photo identification to Capitol Police Security Administration before the badge is issued. To cover costs incurred by the Department of General Services (DGS) in processing requests for badges by contracted personnel, a processing fee of \$10.00 for a photo identification badge or \$20.00 for a photo identification access badge must be paid before a badge will be issued. Badges that have been damaged, destroyed, stolen or lost through negligence will be replaced only after payment to Capitol Police Security Administration fee of \$15.00 for a photo identification badge or \$25.00 for a photo identification access badge. Payment for badges will be in the form of check or money order payable to the Commonwealth of Pennsylvania. All badges must be returned to Capitol Police Security Administration at the completion of an assignment or project. The employer of contracted personnel is responsible for paying the replacement/lost badge fee for any badge not returned at the completion of the project.
- 2. Scheduling of Photos.** Agency Project Managers will advise Capitol Police Security Administration of individuals requiring appointments for photo identification. The Project Manager will address all communication regarding photo appointments to raidaccess@pa.gov. If you have any questions, please call Capitol Police Security Administration at 717.346.1402.

- 3. Badges.** The appropriate identification badge will be issued to contracted persons who have a clear CHRIA report. If a CHRIA report reflects a positive criminal history, the Capitol Police Security Administration will make appropriate review and determination. The badge will be issued for a one-year period from date of issue or for the duration of the contract or project. Badges subject to renewal will be coordinated in the same manner as new issue badges. A new CHRIA certification and processing fee are required each year. Capitol Police Officers will be required to check expiration dates and decline access to those whose badges have expired dates with no exceptions. All badges must be returned to Agency Project Managers at the completion of a project or contract. Agency Project Managers must return terminated badges to the Capitol Police Security Administration. The employer of contracted personnel is responsible for paying the replacement/lost badge fee, specified in 1c. above, for any badge not returned at the completion of the project.
- 4. CHRIA.** To obtain your CHRIA report, access Web site: (<https://epatch.state.pa.us>). Fill out the information form and use your credit card. If you have no criminal history, you will receive a clear CHRIA report almost immediately to your e-mail address. Click on the control number and then certified form. Print the certified form. Capitol Police Security Administration will only accept the certified form that contains the state seal. Please note that the only acceptable redaction to this document is to the first five (5) digits of the applicant's social security number. If there is a criminal history, the CHRIA will be sent by mail.