

# Phillips Exeter Academy – Facilities Management Department

**Policy Title:** Vendor Badges/Background Check

**Policy Date:** 5/5/2015, 12/17/2015, 7/11/2016, 01/03/2017, 10/4/2017, 12/12/2018, 06/05/2019, 12/15/2020

**Purpose:** It is the policy of Phillips Exeter Academy to request background checks on all vendors. The Academy is committed to ensuring the safety of our community. The Academy’s background checks are aimed at those criminal activities that would threaten the health and safety of our community. The policy will help ensure the safety of the campus and public as well as a safe working environment at Phillips Exeter Academy made in accordance with applicable law.

A simple color-coded card system offers the best opportunity to increase the Academy community’s awareness of who is on campus and in our buildings. Any vendor working on our campus must submit their requests via online thru the Vendor’s Corner / Vendor Group Access Request Form. PEA point of contact will complete the electronic requests and will verify the information and background check letters. Campus Safety verify the information and issue the ID cards accordingly. Also, Campus Safety Services will update the person’s information in the vendor access database, which will give better knowledge regarding who is on campus and in our buildings.

## Badges

The badge levels and associated access are identified below:

Level	Badge Color	Photo	Date	Grounds	Closed Support or Academic	Open Support or Academic	Closed Dorm	Open Dorm	Keys
				Yes	Yes	No, Only	Yes	No Only	
Temporary	Green	No	No	Yes, Unescorted	Unescorted Yes,	No, Only Escorted	Yes, Unescorted	No, Only Escorted	*
1	Orange	No	No	Unescorted Yes	Unescorted Yes	No, Only Escorted	Yes, Unescorted	No, Only Escorted	No
2	Blue	No	Yes	Unescorted Ye	Unescorted Yes	Yes, Unescorted	Yes, Unescorted	No, Only Escorted	No
3	White	Yes	Yes	Unescorted	Unescorted	Yes, Unescorted	Yes, Unescorted	Yes Unescorted	Yes

(\*If approved by Director of Campus Safety Services & Risk Management and Director of Facilities Management).

## Definitions:

**Closed Building:** Any building that the primary operation or function is closed for normal business. **Open Building:** Any building that is open to staff, students, faculty, or visitors.

**Escorted:** Must be with a member of the Academy team and/or a vendor with a Level 3 access status.

**Temporary Badge:** In special and limited circumstances/emergencies a temporary badge may be issued with no proof of a background check. Before a dispatcher issues a temporary badge to a vendor, the, Director of Campus Safety Services & Risk Management, Director of Facilities Management, the Safety Operations Manager and/or the PEA Project Manager must give approval.

If a Temporary badge is issued, there **MUST** be a log entry by the dispatcher indicating who was issued the badge, the badge number and who authorized the issuance. Temporary Badges **MUST** be returned at the end of each day.

**Level 1:** Level 1 badges **MUST** be returned at the end of each project. Please wear your Contractor badges at all times. Badges may not be shared, loaned, traded, or sold to other individuals. If you find a contractor badge, please turn it into Campus Safety Services immediately. Contractors may be charged a fee if they don't return their badges to Campus Safety. PMs and Managers will be responsible that upon completion of the job all contractor ID badges must be returned to Campus Safety.

**Level 2:** Level 2 vendors will **ONLY** be issued master keys if a CSS key services cannot be performed and the respective PM is not available to escort. Level 2 Vendors may be issued specific keys for buildings/data closets (if available) other than dormitories. Any issuance of keys will be documented in a log entry.

**Level 3:** This level badge is a required security clearance that must be approved by, Director of Campus Safety Services & Risk Management and Director of Facilities Management. The electronic system in place allows the process to be approved before the final request is issued to Campus Safety Services.

### **Criminal Record Check Documentation:**

PEA point of contact will be coordinating with vendors regarding criminal records. The POC must verify that the documentation provided is accurate *before* a vendor badge can be issued. The vendor requesting LEVEL 3 badges must provide the dispatcher a valid government issued photo ID. A valid government issued photo identification (ID) includes a driver's license, a state issued photo ID, or a passport. Vendors listed as badge levels (Temporary, Level 1 and Level 2) must provide a photo and/or non-photo valid ID. The dispatcher will verify via the vendor database that the documentation provided matches the information on in the system. The criminal record check Documentation must be attached to the online request form. If there is an issue or question around whether a background clearance has been completed, the vendor should be directed to contact the Project Manager or PEA Point of Contact.

The access level of any vendor can be revoked for any reasons at any time.

### **Type of Background Checks**

The vendor shall be responsible for performing background checks including federal and state criminal and sex offender (CORI) checks on all employees and sub-contractors proposed for on campus work.

The Academy does not require copies of the entire background check, simply a signed letter on company letterhead stating the following:

- List the name of all employees **and** the date that the background check was completed on. PEA requires this as Background Checks will need to be renewed every **two** years.

### **Recommended Background Check Companies**

-Sterling Talent Solutions  
-PTRResearch  
-easyBackgrounds.com

### **Badge Renewal:**

On a calendar year basis, it is the responsibility of the PEA point of contact to renew paperwork requests for vendor badges.