

THE MEDICAL COLLEGE OF GEORGIA ADMINISTRATIVE POLICIES AND PROCEDURES

Office of Primary Responsibility
Public Safety Division

Subject:
Contractor and Vendor Identification System

1.0 Purpose:

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

2.0 Policy:

All employees of contractors and vendors of the Medical College of Georgia must visibly display an MCG issued identification badge at all times while on MCG controlled property. Each employee of a contractor or vendor requiring access to any MCG facility or property must submit to a criminal history background check to be conducted by MCG Public Safety prior to being issued an identification badge. Persons with criminal histories can be denied access to MCG 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 MCG 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 MCG facilities for one day or less, and who are in the company of an MCG employee at all times, need not secure an MCG 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 MCG identification badges to contractors.

3.2 Responsibility: Contractor

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

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.

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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 MCG Project Manager of the denial.

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

3.4 Responsibility: Supply Administration Division 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.