

WEST PALM BEACH POLICE DEPARTMENT

II-25 VENDOR ACCESS

EFFECTIVE: 01/01/2005

CALEA Standards: N/A

CFA Standards: N/A

I. POLICY: The West Palm Beach Police Department depends upon private commercial enterprise to provide many of the goods and/or services necessary to accomplish the police mission. In many instances, these goods and services must be provided continuously or on demand 24 hours per day, seven days per week. To meet facility or equipment emergencies, assure uninterrupted police service, and/or to expedite completion of projects necessary to maintain the level of service, vendors may need immediate access to authorized areas of the Police Administration facility. Because of the integral importance of these functions, security access cards may be issued to selected vendors and/or their employees who have completed background investigations and met the minimum criteria expected for any civilian member of the Department.

II. DEFINITIONS:

A. Vendor - a private business entity providing goods and/or services to the Department through a purchase or fee for service basis on a one-time or intermittent basis.

B. Contract Vendor - a private business entity under contract with the City to provide goods and/or services to the Department on a recurring or continuous basis for a defined period of time.

III. ACCESS BADGE ELIGIBILITY REQUIREMENTS:

A. All vendors under contract with the City to provide goods and/or services to the Department on a recurring or continuous basis for a defined period of time and/or their employees may be eligible for issued access badges. Criteria used to determine eligibility include, but are not limited to,:

1. Goods or services to be provided and the relationship to delivery of police services.
2. Length of contract.
3. Hours worked to be performed or goods used.
4. Security level of area(s) to be accessed and the need for escort by Department personnel to or in the area.
5. History or reputation of the vendor with this Department, the City, or other similar agencies.

B. Individual employees of the vendor who are to be issued access badges:

1. Must be at least 18 years of age.
2. Must complete a Personal History Questionnaire.
3. Must provide a copy of a valid driver license or other government issued photo identification as proof of identity.
4. Must satisfactorily pass a personal background check and have no felony convictions or misdemeanor convictions involving moral turpitude or theft.
5. Will be fingerprinted and photographed.
6. May be required to satisfactorily pass a Computer Voice Stress Analysis (CVSA) exam based upon work to be done and the area where it will occur. The Chief of Police or a designee will be the final authority on requiring a CVSA.

- C. The vendor must provide a current Drug Free Workplace Certification.
- D. The Chief of Police or a designee will review and approve all vendor and employee requests for access.
- E. The Chief of Police reserves the right to remove access from any vendor or vendor=s employee at any time without cause. This right may be delegated by the Chief of Police to a designee.

IV. ACCESS:

A. Access may be granted to specific areas of the Police Administration building where work is to be conducted and the common areas used to travel to and from the work area.

1. Vendors providing goods and/or services to the Department through a purchase or fee for service on a one-time or infrequent basis will be given access as needed and are not eligible for issued access badges.

2. Non-contract vendors will be escorted in all security areas. Contract vendors may or may not be escorted in security areas based upon the work, the vendor, and other factors as determined by the Chief of Police or a designee.

a. Under no circumstances will the security of the facility, integrity of investigations, or the safety of officers, citizens, witnesses, or suspects be compromised for the sake of convenience for Department or vendor personnel.

3. For work in non-security areas, temporary AVisitor@ access badges may be issued to expedite travel to and from the work site. The Chief of Police or a designee, the Assistant Chief of the Support Services Bureau, or the Captain of the Support Services Division may authorize the use of AVisitor@ badges.

B. Access may be limited to specific days of the week and hours of the day depending on the work to be conducted.

1. Access will be limited to the time period specified in any contract and must be renewed for any contract extension or renewal period.

C. Escort may be required in specific areas where work is to be conducted based upon security needs as determined by the Chief of Police or a designee.

1. Vendor access may be refused to any area by a Division commander or Section commander at any time operational or investigative conditions require such action. Access will be allowed as soon as conditions permit.

D. Access is granted to the specific employee whose name and photo appear on the badge.

1. Use by any other person is prohibited.

2. Improper use of access badges, including attempted access into unauthorized areas, will result in the removal of access privileges from the specific employee and/or vendor.

V. REFERENCE:

- Rules and Regulations 5-8

Delsa R. Bush, Chief of Police

Original issue: 01/01/2001
Revised: 01/01/2005
I.D. # 1491

History: SOP changed to II-25 on 01/01/2005
Old SOP #:50.08
Revision Dates: 04/01/2000, 06/01/2000, 01/01/2001, 01/01/2005
Job Title Task Files: