STATE OF ALASKA STANDARD OPERATING PROCEDURE Division of General Services	S.O.P. # DGS-011-07	PAGE 1 of 1
SUBJECT: **Background Clearance**	EFFECTIVE DATE: 12/1/10	
WRITTEN BY: Tanci Mintz, State Leasing & Facilities Manager APPROVED BY: Tom Mayer, Director	SUPERSEDES S.O.P. # N/A	DATED REVISED: 4/26/2016

PURPOSE: To establish a policy regarding background clearance procedures for state owned facilities managed by the Department of Administration, Division of General Services. Enforcement by other Executive Branch Departments is voluntary.

AUTHORITY: Per AS 36.30 and AS 44.21, the Department of Administration is responsible for procurement and allocation of all space used by the Executive Branch. The Departments of Administration and Transportation & Public Facilities are designated as the responsible Facility Managers for the majority of State owned buildings.

POLICY: Provides written instruction on the required procedures and process for all third party vendors and contractors performing work on Department of Administration, Division of General Services managed property. Each occupying Agency in a DOA/DGS facility shall be responsible for the observance of this policy. Note, not applicable to leased facilities

The implementation of this SOP at non DOA/DGS facilities is voluntary.

PROCEDURE:

1. Each employee of the Contractor performing work on State Facilities is required to obtain a background check through the Department of Public Safety.

2. Contractor shall pay all associated processing fees which may be in the form of a personal check, cashiers' check or money order made payable to the Department of Public Safety.

3. The Contractor shall provide to the requesting Agency a copy of the DPS Background Check for each individual. Agencies will forward the background check document electronically to the contracting officer who is responsible for the project.

4. Each background check will be individually reviewed by the Program Coordinator and State Leasing & Facilities Manager, with sensitivity to: location of work to be performed, occupant(s) in the facility, scope of work and State security interest.

5. Acceptance or denial will be provided to the requesting Agency within 48 hours and is at the sole discretion of DGS, Facility Manager. That decision is final. Due to security and confidentiality requirements, the reason why an employee is denied will not be divulged. DGS, in consultation with officials in Public Safety will consider the seriousness and type of crime, number of crimes committed, length of time since conviction, and other pertinent issues regarding the specific individual, crime and facility involved.

6. Contractor employees are prohibited to commence with any work prior to receiving approval.

7. Background checks shall remain confidential and are valid for one year.

8. An alternative to Agency contractors obtaining background clearance is for the Contractor to be escorted by an Agency employee **the entire time** while on State property. The name of the Agency employee providing the escort must be provided to DGS during the construction approval process, (reference DGS SOP 07-06).

9. Please note that contractors needing access to spaces occupied by The Office of the Governor, will need to comply with additional background verification which can be obtained by speaking directly with the contracting officer responsible for the project.