

Personnel Screening.

OPERATING A DENVER WATER VEHICLE

Option A: If any employee or agent of the Contractor will be operating a Denver Water vehicle:

At least five (5) working days before assigning an employee or agent to operate a Board vehicle under this Agreement, the Contractor will submit the employee's or agent's name to the Board and certify on the Board-provided Certification of Personnel Screening form that the employee or agent has a valid Colorado driver's license and a satisfactory driving record, defined as having no more than six (6) points on his/her driving record in the three (3) years prior to the assignment. The Board reserves the right to direct the Contractor to assign another employee or agent, meeting the requirements of this paragraph, to perform the Work if the Board determines during the term of the Agreement that the assigned employee or agent no longer has a valid Colorado driver's license or satisfactory driving record.

Option B: If the Contractor is an individual who will be operating a Denver Water vehicle.

As a precondition to entering this Agreement, the Board determined that the Contractor has a valid Colorado driver's license and satisfactory driving record, defined as having no more than six (6) points on his/her driving record in the three (3) years prior to the assignment. The Board reserves the right to terminate this Agreement if it determines during the term of the Agreement that the Contractor no longer has a valid Colorado driver's license or satisfactory driving record.

WORK INVOLVING SECURITY CONCERNS

Option A: If any employee or agent of the Contractor will perform work under circumstances that raise security concerns (such as entering private residences on Denver Water's behalf, or performing work that gives access to critical facilities or operations or has the potential to cause serious damage to critical Denver Water facilities or operations, or to have access to any confidential, financial, customer, or security-related information maintained by Denver Water, proprietary computer programs or software, or servers):

At least five (5) working days before assigning an employee or agent to perform duties under this Agreement that require the employee or agent to work under circumstances presenting security concerns or to have access to the Board's sensitive information, proprietary computer programs, software or servers, the Consultant will submit the employee's or agent's name to the Board and certify on the Board-provided Certification of Personnel Screening form that no more than one (1) year prior to the assignment it performed a background check on the employee or agent, including a review of criminal history, and determined that the employee or agent does not pose a risk to persons or property. Consultant's determination should be based on guidance provided by the U.S. Equal Employment Opportunity Commission regarding the use of arrest and conviction history in employment decisions, which requires a weighing of (1)

the nature and gravity of the offense or conduct, (2) the time that has passed since the offense, conduct or the employee's completion of any sentence given as a result of the offense, and (3) the nature of the job held or sought. Background checks must include a Colorado Bureau of Investigation (CBI) Criminal History Check, and, if the employee or agent has lived outside the State of Colorado or the United States during the last five (5) years, a criminal history check from each state or country of residence. For employees or agents who will have access to the Board's financial records and/or accounting processes, including purchasing, payables, receivables, and treasury or cash management, the Consultant also will conduct a credit history check on the employee or agent and certify on the Board-provided Certification of Personnel Screening form that the Consultant has determined that the employee or agent does not pose a risk to the Board. The Board reserves the right to direct the Consultant to assign another employee or agent, meeting the requirements of this paragraph, to perform the Work if the Board has reason to believe that during the term of the Agreement the assigned employee or agent engaged in criminal activity or was involved in financial improprieties, to be determined by the Board in its sole discretion.

Option B: If the Contractor is an individual who will perform work under circumstances that raise security concerns (such as entering private residences on Denver Water's behalf, or performing work that gives access to critical facilities or operations or has the potential to cause serious damage to critical Denver Water facilities or operations, or to have access to any confidential, financial, customer, or security-related information maintained by Denver Water, proprietary computer programs or software, or servers).

As a precondition to entering this Agreement, the Contractor gave the Board consent to conduct a background check on the Contractor, including a Colorado Bureau of Investigation (CBI) Criminal History Check, and, if the Contractor has lived outside the State of Colorado or the United States during the last five (5) years, consent to obtain a criminal history check from each state or country of residence. If the Contractor will have access to the Board's financial records and/or accounting processes, including purchasing, payables, receivables, and treasury or cash management, the Contractor also consented to a credit history check. The Board has reviewed and approved the results of the background check and, if applicable, the credit history check. The Board reserves the right to terminate this Agreement if it has reason to believe that during the term of the Agreement the Contractor engaged in criminal activity or was involved in financial improprieties, to be determined by the Board in its sole discretion.

SAFETY-SENSITIVE DUTIES

Option A: If any employee or agent of the Contractor will perform safety-sensitive duties, *i.e.*, duties that if performed with inattentiveness, errors in judgment, or diminished coordination, dexterity, or composure may result in mistakes that could present a real or imminent threat to public health and safety such as working as an armed security guard or performing certain high-risk operational functions:

At least five (5) working days before assigning an employee or agent to perform safety-sensitive Work under this Agreement, the Consultant will submit the employee's

or agent's name to the Board and certify on the Board-provided Certification of Personnel Screening form that no more than one (1) year prior to the assignment it performed a background check on the employee or agent, including a review of criminal history, and determined that the employee or agent does not pose a risk to persons or property. Consultant's determination should be based on guidance provided by the U.S. Equal Employment Opportunity Commission regarding the use of arrest and conviction history in employment decisions, which requires a weighing of (1) the nature and gravity of the offense or conduct, (2) the time that has passed since the offense, conduct or the employee's completion of any sentence given as a result of the offense, and (3) the nature of the job held or sought. Background checks must include a Colorado Bureau of Investigation (CBI) Criminal History Check, and, if the employee or agent has lived outside the State of Colorado or the United States during the last five (5) years, a criminal history check from each state or country of residence. The Consultant also must certify on the Board-provided Certification of Personnel Screening form that no more than one (1) month before the assignment of an employee or agent to perform safety-sensitive Work under this Agreement, the employee or agent passed a drug and alcohol screening performed by one of the Board-recommended testing facilities on the Board-provided list titled Occupational Medicine clinics, using a Rapid Screen test (negative result only accepted), or by a DOT-certified laboratory and using the DOT 5 panel drug test. The Board reserves the right to direct the Consultant to assign another employee or agent, meeting the requirements of this paragraph, to perform the Work if the Board has reason to believe that during the term of the Agreement the assigned employee or agent engaged in criminal activity or used drugs or alcohol in a manner that could present a real or imminent threat to public health or safety, to be determined by the Board in its sole discretion.

Option B: If the Contractor is an individual and will perform safety-sensitive duties, *i.e.*, duties that if performed with inattentiveness, errors in judgment, or diminished coordination, dexterity, or composure may result in mistakes that could present a real or imminent threat to public health and safety such as working as an armed security guard or performing certain high-risk operational functions.

As a precondition to entering this Agreement, the Contractor gave consent for the Board to conduct a background check on the Contractor, including a Colorado Bureau of Investigation (CBI) Criminal History Check, and, if the Contractor has lived outside the State of Colorado or the United States during the last five (5) years, to submit to a criminal background check from each state or country of residence. The Contractor also provided the results of a drug and alcohol screening performed within one (1) month of submittal by one of the Board-recommended testing facilities on the Board-provided list titled Occupational Medicine clinics, using a Rapid Screen test (negative result only accepted), or by a DOT-certified laboratory and using the DOT 5 panel drug test. The Board has reviewed and approved the results of the background check and drug and alcohol screening. The Board reserves the right to terminate this Agreement if it has reason to believe that during the term of the Agreement the Contractor engaged in criminal activity or used drugs or alcohol in a manner that could present a real or imminent threat to public health or safety, to be determined by the Board in its sole discretion.

CERTIFICATION OF PERSONNEL SCREENING BY CONSULTANT/CONTRACTOR

To be completed by the Board's Contract Administrator:

Contract No: _____ Consultant/Contractor: _____

The work under the Agreement involves:

(Check one or more and describe the duties in the spaces provided, and check the corresponding numbered box in the Consultant/Contractor section below.)

- 1. Operating a Board vehicle (*driving record and license check required*)
 - 2. Performing work involving security concerns. Describe duties: _____

(criminal background check required)
 - 3. Accessing Board's financial records or accounting processes (*credit check required*)
 - 4. Performing safety-sensitive work. Describe duties: _____

(criminal background check and drug and alcohol screening required)
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To be completed by the representative of Consultant/Contractor:

Name of Employee/Agent: _____ Start Date of Work for Board: _____

I, _____, as a representative of the Consultant/Contractor, certify that the above-named employee or agent of the Consultant/Contractor is assigned to complete the work described above and (check the applicable options below):

- 1. Has a valid Colorado driver's license and a satisfactory driving record, defined as having no more than six (6) points on his/her driving record in the three (3) years prior to the assignment. *(Applies if work involves operating a Board vehicle.)*
- 2. Has been the subject of a background check no more than one (1) year prior to the assignment, and I have determined that he/she does not pose a risk to persons or property. Background checks must include a Colorado Bureau of Investigation (CBI) Criminal History Check, and, if the employee or agent has lived outside the State of Colorado or the United States during the last five (5) years, a criminal history check from each state or country of residence. *(Applies if work involves security concerns or safety-sensitive duties.)*
- 3. Has been the subject of a credit history check, and I have determined that he/she does not pose a risk to the Board. *(Applies if work involves accessing the Board's financial records or accounting processes.)*
- 4. No more than one (1) month prior to the assignment, he/she passed a drug and alcohol screening performed by the following Board-recommended testing facility using a Rapid Screen test *(name of facility)* _____, or by the following DOT-certified laboratory and using the DOT 5 panel drug test *(name of DOT-certified laboratory)* _____. *(Applies if work involves safety-sensitive duties.)*

Under penalty of perjury, I swear the above statements are true and correct.

Signature: _____ Date: _____

Phone: _____ E-mail: _____

Approval by the Board's Contract Administrator:

Print Name: _____

Signature: _____

Date: _____

**Consent to Perform Background Checks
In Compliance with the FCRA (Fair Credit Reporting Act)**

Contract No. _____ Name of Contractor/Consultant: _____	Check all that apply: <input type="checkbox"/> Criminal Background <input type="checkbox"/> Credit Background
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The information requested below is to be used by Denver Water for the purpose of obtaining criminal or credit history background information. Denver Water will not retain this information.

Last Name: _____ First Name: _____ Middle Name/Initial: _____
 Maiden or other name(s) used in any and all other records of birth or records of residence: _____

Date of Birth: _____ Social Security Number: _____ Gender: _____
 Current Address: _____ Apartment No: _____
 City: _____ County: _____ State: _____ Zip: _____

Previous Addresses (during the last five years):

Address: _____ Apartment No: _____
 City: _____ County: _____ State: _____ Zip: _____
 Address: _____ Apartment No: _____
 City: _____ County: _____ State: _____ Zip: _____
 Address: _____ Apartment No: _____
 City: _____ County: _____ State: _____ Zip: _____
 Address: _____ Apartment No: _____
 City: _____ County: _____ State: _____ Zip: _____

Consent to Background Checks: I understand that before I am permitted to perform work under the Contract identified above, Denver Water will conduct criminal and/or credit history background checks on me. I do hereby consent to Denver Water's use of the information I have provided for the purpose of conducting criminal and/or credit history background checks on me. Denver Water has informed me of the following in accordance with the Fair Credit Reporting Act:

- I have the right to review and challenge any negative information that would adversely impact a decision to authorize me to perform work under the Contract.
- Upon my request, Denver Water will provide me with the name, address and telephone number of the reporting agency or agencies used to conduct background checks, and with the nature, substance and source of all background information obtained.
- Upon my request, I will be provided a reasonable amount of time and a reasonable opportunity, as determined by Denver Water, to clear up any mistaken information reported about my criminal or credit history.

Signature

Date

Occupational Medicine clinics:

1. **Concentra** – www.concentra.com
Multiple locations throughout the state:
<http://maps.concentra.com/corporatev3/ListSearch.aspx>
See list for individual location telephone numbers
2. **HealthOne** – www.healthoneclinics.com
Occupational Medicine site:
<http://www.healthoneclinics.com/CustomPage.asp?guidCustomContentID=25FF9FDE-F37D-4712-85A7-679915BE40F3>

Initial W/C, Drug Screen, Breath Alcohol
Phone: 303-861-7878
1515 Wazee, Ste D
Denver, CO 80202

Multiple locations throughout Denver.
Referral form w/addresses for testing available on website.
3. **Exempla** - www.exempla.org
Occupational Medicine & Physical Therapy Customer Service Line:
303-813-5140
Occupational Medicine site: http://www.exempla.org/body_epn.cfm?id=1352
Multiple locations throughout the state:
http://www.exempla.org/documents/EPN/epn_occmedmap.pdf
4. **Midtown Occupational Medicine** - www.midtownoccupationalhealth.com
Diamond Hill Office Complex
Speer & I-25
2420 W. 26th Ave.
Building D Suite 200
Denver, CO 80211
(303) 831-9393
Fax: (303) 831-6335
Hours of Operation:
Monday - Friday, 7am-6pm
5. **Denver Occupational/Aviation Medicine Clinic** -
<http://www.denveroccmed.com/>
Denver Occupational and Aviation Medicine (DOAM)
3700 Havana Street, Suite 200
Denver, CO 80239
303.373.4456
303.373.4501 (F)