

August 29, 2008

Capitol Complex Security Requirements

*The following security requirements apply to all Contractors and Employees of Contractors who provide moving, hauling and labor services in Capitol Complex buildings as defined herein. Capitol Complex buildings are located in the Richmond, VA area of Zone 11.*

The Capitol Complex is defined as all buildings and grounds areas in the Richmond area under the oversight of the Department of General Services (DGS), Bureau of Facilities Management, and patrolled by the Division of Capitol Police (DCP). Security clearances shall be required for each of the buildings. As of March 6, 2007, the following buildings are included in the Capitol Complex (list may be updated as needed):

BUILDING	LOCATION
State Capitol Building	Capitol Square
Rose-Lafoon Building	8th and Franklin Streets
Governor's Mansion and Grounds	Capitol Square
Supreme Court Building	8th and Franklin Streets
Tyler Building	13th and Main Streets
General Assembly Building	910 Capitol Street
Consolidated Laboratory	4th N 5th St.
Ninth Street Office Building	9th and Grace Streets
Eight Street Office Building	8th and Broad Streets
State Library	800 E. Broad Streets
900 E. Main Street	900 E. Main Street
Old Memorial Hospital	1201 E. Broad Street
Central Highway Building	1221 E. Broad Street
Bell Tower	Capitol Square
James Madison Building	109 Governor Street
James Monroe Building	101 N. 14th Street
Jefferson Building	13th and Bank Streets
Morson Row	219-223 Governor Street
Aluminum Building	215-217 Governor Street
Washington Building	12th and Bank Streets
Zincke Building	203 Governor Street
Highway Annex	1401 E. Broad Street
Powers/Taylor Building	13 S 13th Street
Office of Fleet Management	2400 W. Leigh Street
Department of Information Technology	110 S. 7th Street
Department of Social Services	7 North 8 <sup>th</sup> Street
Ferguson Warehouse	109 N. 14th Street
Oliver Hill Building	Capitol Square



BUILDING	LOCATION
Industrial Commission	1000 DMV Drive
Patrick Henry Building	11th at Capitol Square
Virginia Employment Commission	703 E. Main Street
Virginia Housing Development Authority	601 S. Belvidere Street
Virginia Science Museum	2500 W. Broad Street
Virginia Retirement System	1200 E. Main Street
Virginia War Memorial	621 S. Belvidere Street
Other DGS Managed Facilities	To Be Determined

1. All contractors and employees of contractors shall have security identification cards (SIC) issued by the DCP. The SIC shall be in clear view on the contractors and employees of contractors at all times when working on the Capitol Complex. The SIC shall normally be issued within 48 hours after a security clearance is performed by the DCP. The following conditions are reason for rejecting security clearance for a contractor and/or contractor's employees:

Standards for all buildings **except** the Executive Mansion:

- A felony conviction involving violence or larceny in the past ten (10) years
- Any other felony conviction in the past five (5) years
- Any sex offense conviction
- A misdemeanor conviction involving violence, larceny, or violation of a protective order in the past three (3) years
- Outstanding warrants
- Pending charges
- Active protective orders
- Any other circumstance determined by the DCP to be detrimental to the security of the Capitol Complex.

Standards for the Executive Mansion:

- Any felony conviction
- Any sex offense conviction
- A misdemeanor conviction involving violence, larceny, or violation of a protective order in the past three (3) years
- Outstanding warrants
- Pending charges
- Active protective orders
- Any other circumstance determined by the DCP to be detrimental to the security of the Capitol Complex.

2. Prior to the issuance of a SIC a DCP security clearance application, signed by the applicant, not the employer will be completed. Forms can be obtained from the DGS website: <http://dgs.virginia.gov/> or the security clearance office, located at 8<sup>th</sup> & Franklin St.

- a) Contractors should not submit employees for clearance who have not met eligibility requirements for employment in the U.S.
  - b) Security clearance applications should be submitted at least 24 hours prior to issuance of the SIC.
  - c) Failure to submit the required information will result in a denial of a security clearance.
  - d) Information must be updated annually by the pass holder.
3. The following information shall be provided by the contractor's employee/s to DCP for processing:
- a) Valid Photo-identification form issued by a governmental agency of the Commonwealth, the applicant's home state, or the Federal government that denotes the applicant name, sex, date of birth and address.
4. Each applicant will also have his photograph taken for use on the SIC.
5. The SIC shall be worn at chest level on the outermost garment of the employee and must be displayed at all times when within State buildings during and after normal business hours.
6. The SIC shall be kept in the custody of the Contractor. It will be the responsibility of the Contractor to assure that the appropriate SIC is displayed on each employee when working on the Capitol Complex. The Contractor shall return each SIC to the DCP when an individual's employment is terminated and shall return all SICs to the DCP upon the expiration of the contract, unless a new contract is entered into. The Contractor shall also return any damaged SICs. The Contractor shall notify the DCP of lost, stolen or destroyed SICs. SICs are valid for one year. Illegal or unauthorized possession and/or use of the SICs will be prosecuted.
7. All SICs shall be of a form selected by the DCP and shall contain at a minimum the photograph of the individual employee, date of issue, date of contract expiration, name of employee.
8. Based upon the identifying information submitted and such other information as it deems proper, the DCP shall, based upon its sole judgment and discretion, issue security clearances to the contractor's employees authorizing them to enter and work in State office buildings. Neither the contractor nor any employee shall have any right to be issued a SIC or any right to damages because a SIC is not issued or if a SIC is revoked.
9. The DCP shall consider such factors as, but not limited to, criminal convictions in determining security clearance eligibility.

10. Security clearances may be revoked at the sole discretion of DCP based upon information obtained or the conduct of the employee.
11. The DCP will notify the contractor upon the rejection or revocation of an employee's SIC.
12. The DGS and the DCP will apprise each agency of revocations. Revoked SICs will be returned to the DCP by the close of business on the day of revocation.
13. Rejections, or revocations may be appealed to the Chief of the Division of Capitol Police.
14. The DCP Security Clearance office hours are Monday, Wednesday and Friday from 8:00 a.m. to 3:30 p.m. or by appointment with 24 hours notice. Appointments can be made and questions can be directed to 804-371-0565 Ext. 11.
15. A yearly audit will be completed by the DCP of all SICs to assure accuracy of all information provided and employment of the person holding the badge.
16. The DGS will provide to the DCP a listing of all vendors/contractors providing service to the Capitol Complex.
17. Contract employees who fail to obtain a security clearance are subject to arrest for criminal trespassing.
18. Failure to adhere to these standards by any vendor/ contractor may result in the revocation of the applicable vendor/contractor applicable supervisor's SIC.