

ATTACHMENT A

STATE OF NEBRASKA NEBRASKA DEPARTMENT OF ROADS

Background Check Policy for State Contracts

The purpose of this policy is to require background checks on Bidders, Contractors, Contractor employees, service providers, persons or candidates performing work for the State of Nebraska Department of Roads. In order to preserve the safety and wellbeing of the people served by the State of Nebraska, no individual, group or Contractor will be employed, nor will a Contractor employ an individual which has demonstrated past conduct incompatible with service to or interaction with the public representing the State of Nebraska in its performance of the activities related to this contract.

Background checks will be completed by the State of Nebraska by using one or more of the following methods:

National and State conviction record from the Central Criminal Record Exchange maintained by the State Police. The Sex Offender and Crimes against Minors Registry from the State Police. The National Instant Background Check System ("NICS") and any State, Federal or local police records deemed necessary by the background investigator.

No individual, Contractor or Contractor representative will be permitted to participate in the activities of the contract if the results of the background check show that the person has been convicted of the following crimes in Nebraska or equivalent offenses in another state. If the individual, Contractor or Contractor representative;

- Is under indictment for or has been convicted in any court of a felony;
- Is a fugitive from justice;
- Is an unlawful user of a controlled substance;
- Has been adjudicated as a mental defective or committed to a mental institution;
- Is an illegal alien;
- Has been dishonorably discharged from the armed services;
- Has renounced his or her citizenship;
- Is subject to court order issued after a hearing which restrains him or her from harassing, stalking, or threatening an intimate partner or child of an intimate partner or;
- Has been convicted of a misdemeanor or domestic violence offense;
- Has been convicted of any crimes against the person of a minor, felony or misdemeanor which involves sexual or physical misconduct.

No individual may be found ineligible because of pending charges of the crimes noted; however, an individual may ultimately be found ineligible until such charges are dismissed or the individual is found not guilty. Each check shall be reviewed on a case by case basis to determine the risk in the involvement of this activity. The State of Nebraska has a right to deny or accept any or all bids for this activity.

Only the successful Bidder(s) will be required to furnish background information for the contract. Please submit completed form to: Nebraska State Patrol-CID, 3800 NW 12TH Street, Suite A, Lincoln, NE 68521 with a \$15.00 certified check or money order payable to the Nebraska State Patrol per each individual (call 402-471-4545 to verify current cost & to obtain additional information).

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**STATE OF NEBRASKA
NEBRASKA DEPARTMENT OF ROADS
BACKGROUND INVESTIGATION RELEASE OF INFORMATION FOR
CONTRACT WORK & CONTRACT EMPLOYEES**

TO WHOM IT MAY CONCERN:

I hereby authorize the Nebraska Department of Roads to obtain records related to me, if any, from criminal justice agencies. I understand that the information released is for official use by the Nebraska Department of Roads for the sole purpose of determining my eligibility, be employed or work in a contracted capacity and may be disclosed to other agencies only as necessary to determine my eligibility.

I understand that failure to provide all or part of the information may result in my disqualification for employment/contract work. This release shall be effective on the date of its execution and expire upon completion of my background.

PLEASE PRINT CLEARLY

Print Full Name:

Last _____ First _____ Middle _____

Other Names Used (Include Maiden):

Social Security Number: ____ - ____ - ____

D.O.B.: ____ - ____ - ____ **State of Birth:** _____ **Country of Birth:** _____

Gender: Male Female **Eye Color:** _____ **Hair Color:** _____

Height: ____' ____" **Weight:** _____ **Race:** _____

Current Address:

Street _____ Apt # _____

City, State, Zip _____

Previous Address (Past 5 Years):

Street _____ Apt # _____

City, State, Zip _____

Contract Worker - List Department: _____

Today's Date: _____

Phone Number: Home _____ Work _____

Signature (Full Name): _____

Please submit the completed form to Nebraska State Patrol-CID, 3800 NW 12TH Street, Suite A, Lincoln, NE 68521 with a \$15.00 certified check or money order payable to the Nebraska State Patrol per each individual (call 402-471-4545 to verify current cost & to obtain additional information).

NSP - Send results of the background check for this individual to: Nebraska Department of Roads, Operations Division, attention: Brandy Henke at 5001 S. 14th Street, Lincoln, NE 68512.