



August 3, 2017

To All Contractors:

A new Access Control policy has been implemented by Lehigh University. As part of this action, contractors and outside vendors that perform services on Lehigh's campus must obtain a Vendor Access ID. Prior to issuance of the Vendor Access ID, the contractor/vendor must obtain a multi-state criminal history background check -- performed by the Pennsylvania State Police -- for all of its employees performing services on Lehigh's campus. A vendor Access ID will only be issued after the noted review has been completed. Upon authorization, Vendor Access ID cards will be authorized and printed by the IDEAL Office located at 42 University Drive, Bethlehem, PA 18015. The Vendor access ID will have a term of five years from the date of issuance, after which a new authorization will be required. Access ID cards must be worn at all times while present on Lehigh University Property.

All contractors and vendors must immediately notify Lehigh University Police if any of its employees performing services on Lehigh's campus are arrested or convicted of a crime, are dismissed from employment, or resign/retire. Upon such notice, University Police will notify the Manager of Access Control, who will immediately suspend the access for that individual.

Background checks performed within a year of the current date will be accepted, but new checks must be performed by the fifth-year anniversary of the check submitted.

Background checks are to be submitted to Edward K. Shupp, Chief of Police, Lehigh University Police Department, 321 E. Packer Avenue, Bethlehem, PA 18015. Please submit certificates for current employees within two weeks of receipt of this letter.

Instructions for obtaining the prescribed background checks can be found on the Pennsylvania State Police website (<https://epatch.state.pa.us>). For more information also visit (<https://police.lehigh.edu>). Please make sure you print the certification form for each person.

Thank you in advance for your cooperation.

Edward K. Shupp
Chief of Police