



Lehigh University Police Department
321 East Packer Avenue, Bethlehem, PA 18015
Office: (610) 758-4200 | Fax: (610) 758-6358
Web: <https://police.lehigh.edu>

March 7, 2019

To All Contractors:

Please be advised that all 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 the IDEAL office, 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 for each contractor are to be submitted either in person, by fax (610) 758-6358 or by email (elm207@lehigh.edu) to Elizabeth Miller Coleman, Lehigh University Police Department, 321 E. Packer Avenue, Bethlehem, PA 18015. In order to expedite the process, all contractors seeking Access ID cards are welcome to submit a color photo of each employee in advance directly to the IDEAL office (inideal@lehigh.edu). Please include the company name on all correspondence to both the LUPD and IDEAL Office. In addition, 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 further information and instructions, please visit (<https://police.lehigh.edu/content/ideal-office>).

Thank you in advance for your cooperation.

Jason D. Schiffer, Esq.
Chief of Police