EXHIBIT X

Protocol for Security Access for Consultants/Contractors/Vendors: Fingerprinting & Criminal History Check

All consultants, contractors and vendors who will be working in a City of Seattle facility occupied by the Seattle Police Department (SPD) or in other buildings with special security requirements must be fingerprinted for identification purposes. Those prints will be run through State and Federal databases to check the criminal history of personnel who are seeking to move about unaccompanied through critical City facilities.

The fingerprinting will take place at Seattle Police Headquarters, 610 5th Avenue, 1st Floor Lobby, Public Counter. The process is as follows:

1. The City's point of contact for the work, either the FAS Property Manager, the FAS Project Manager, or the MCC Scheduler, will contact Linda Holten (SPD-HR) via e-mail at linda.holten@seattle.gov or phone at 206-615-0168 with the following information:

   a. The location/name of the SPD facility and the location within that facility where the work will take place.
   b. The name of the company performing the work (provide the name of the general or prime contractor if they are a subcontractor).
   c. The name, e-mail address, and phone number of a contact at that company.
      - The exception to this item will be the MCC. Danielle Pachucki will act as the liaison between the MCC vendors and Linda.
   d. The email to Linda should be copied to Vickie Huff (SPD Facilities); Richard Freist (FAS Access Control Coordinator); and the FAS Property Manager, or the MCC, as applicable.

2. If known at this time, the email should also include the employee names, company name, and the dates and time of access.

3. Contractors must schedule an appointment for fingerprinting with Linda, at which time she will explain the process. The optimal times for fingerprinting are Tuesday-Friday between the hours of 8:30 a.m. – 9:00 a.m.
      - The exception to this item will be the MCC. Danielle will arrange appointment times with Linda for MCC vendors, and will act as the liaison between the MCC vendors and Linda.
   The actual printing and photo process will take about 30 minutes. Should contractors come in during regular business hours, it could take longer, depending upon how many customers are ahead of them in line.

4. When arriving for their appointment, contractors/vendors must have:
   a. Current, valid, government-issued photo identification, i.e. a driver's license, a state issued ID card, or a U.S. passport.
   b. $16.50 in cash, check, or money order made out to the City of Seattle.

5. Once the fingerprints are taken, the contractor will be escorted to the Access Card Services (ACS) Coordinator's Office in the Seattle Municipal Tower for a photo and to sign two (2) copies of the Access Card Agreement. This form requires the signature of the access card holder and holds them responsible for using the card only during approved work dates and times, and then returning the card to their coordinator/supervisor when the job is completed. The ACS Coordinator will keep one copy of this form and SPD will keep the other.

NOTE: SPD fingerprint personnel will be using the Live Scan process for printing. Results from the scan are normally received within 5-8 business days. If the system is unable to get readable prints from the scan (5-10% of the time), the contractor will need to make an appointment to be ink-printed. In that case, the turn-around time for inked cards is 30-60 days, as the card will need to be mailed to Washington State Patrol for processing.

6. When the results are received by SPD, Linda will contact, via email, the following personnel to report whether or not the contractor successfully met SPD internal standards:

    - the contractor coordinator, or
        - Danielle Pachuki if the person is a MCC vendor
    - the City's point of contact for the work, either
        - the FAS Property Manager, or
        - the FAS Project Manager
    - Richard Freist (ACS Coordinator)
    - the applicable Precinct Stationmaster
    - John Fowler (FAS Security Manager)
    - Janet McFarlane (SPD Access Control Monitor)
    - Vickie Huff (SPD Facilities)

    The email will also include the dates, times, and location of the project, if known. The City's point of contact shall coordinate directly with the ACS Coordinator to identify the specific access locations, dates, and times of access. The ACS Coordinator shall program and release the access cards to the applicable FAS Project Manager, Property Manager, or the MCC Scheduler for distribution to the badge holder.

7. Upon completion of the project or term of contract, it will be the responsibility of the City's point-of-contact for the work to collect the cards and return them to the ACS Coordinator. This is to insure that all access cards are accounted for and not used at a SPD facility when access is no longer authorized. The cards can be mailed to Richard Freist at the ACS Control Center. The ACS Coordinator will notify SPD of the cards that were returned so that they can be logged in.

8. Background checks are valid for 24 months, after which the fingerprinting and criminal history check process will need to be repeated.

End of Exhibit
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