



SUSAN HUTSON  
Sheriff

OFFICE OF THE SHERIFF  
Parish of Orleans \* State of Louisiana



**OPSO Employee, Contractor, Volunteer Facility Clearance Form**

Employee  Chaplain  Volunteer  Contractor: \_\_\_\_\_ Date: \_\_\_\_\_

**Requesting Personnel:**

<b>Name:</b>	<b>Contact No.:</b>	<b>Date Access Required:</b>
<b>Job Title:</b>	<b>Email:</b>	<b>Location Requested:</b>
<b>Purpose:</b>		

**User Information:**

<b>Name (First Middle Last):</b>	<b>Employee No.:</b>	<b>Job Title:</b>
<b>Maiden Name, Alias, or Nickname(s):</b>		<b>Start Date:</b>
<b>Contact No.:</b>	<b>Sex:</b> <input type="radio"/> Male <input type="radio"/> Female	<b>DOB (MM/DD/YYYY):</b>
<b>Email:</b>	<b>SSN:</b>	<b>State/County/Parish of Birth:</b>
<b>Street Address/APT. #:</b>	<b>Driver's License #:</b>	<b>State Issued:</b>
<b>City:</b>	<b>Hair Color:</b>	<b>Height:</b>
<b>ST / Zip:</b>	<b>Eye Color:</b>	<b>Weight:</b>
<b>Race:</b>	<b>Do you have a criminal history?</b> <input type="radio"/> Yes <input type="radio"/> No	<b>Are you a convicted Felon?</b> <input type="radio"/> Yes <input type="radio"/> No
<b>Worked for OPSO previously?</b> <input type="radio"/> Yes <input type="radio"/> No <b>Dates:</b>	<b>Tattoos?</b> <input type="radio"/> Yes <input type="radio"/> No <b>List location and detail:</b>	<b>Do you have any family, or friends who are incarcerated?</b> <input type="radio"/> Yes <input type="radio"/> No <b>If yes, then who and where?</b>

**Applicant – STOP HERE - For Investigator use only:**

<b>NCIC:</b> <input type="radio"/> Clear <input type="radio"/> Warrant <input type="radio"/> Criminal History <input type="radio"/> Felony Charges/Convictions <input type="radio"/> Misdemeanor Charges/Convictions <input type="radio"/> Restraining/No Contact Order <input type="radio"/> <b>Pass, Date:</b> _____ <input type="radio"/> <b>Fail, Date:</b> _____		
<b>AFIS/LACJIS:</b> <input type="radio"/> Record <input type="radio"/> No Record <input type="radio"/> Wanted	<b>Motions (NOPD):</b> <input type="radio"/> Record <input type="radio"/> No Record <input type="radio"/> Wanted	<b>ARMMS (JPSO):</b> <input type="radio"/> Record <input type="radio"/> No Record <input type="radio"/> Wanted
<b>Securus:</b> <input type="radio"/> Record <input type="radio"/> No Record	<b>Visitation List:</b> <input type="radio"/> Record <input type="radio"/> No Record	<b>iSeries AS400:</b> <input type="radio"/> Record <input type="radio"/> No Record

Approved  Not Approved  Approved  Not Approved

\_\_\_\_\_  
Director of Human Resources

\_\_\_\_\_  
Date

\_\_\_\_\_  
HR Manager or Designee

\_\_\_\_\_  
Date



**Orleans Parish Sheriff's Office**  
**APPLICANT NOTIFICATION & RELEASE OF INFORMATION**  
 IMPORTANT -- PLEASE READ CAREFULLY BEFORE SIGNING

**EMPLOYMENT INQUIRY RELEASE FOR BACKGROUND  
 REPORTS**

In connection with my application for employment (including contract for services) with the Orleans Parish Sheriff's Office, I understand that investigative background inquiries are to be made concerning but not limited to my character, work habits, performance and experience.

I understand that you will be requesting this information from federal, state, local and private agencies. I understand that the information requested will include but not be limited to criminal history, drug screening, civil court history, motor vehicle records, professional license verification, educational history including transcripts and/or graduation verification, previous employment history, employment disciplinary history, medical history, workers compensation history as well other reports and/or references, (both public and private).

I authorize, without reservation, any party, agency or agency representative contacted by the below named employer to obtain the above information and reports.

I authorize without reservation, any party, agency or agency representative contacted by the below named employer, his agent or agency representative to furnish the above mentioned information or reports.

I hereby consent to your obtaining the above mentioned information and reports. I agree to indemnify and hold harmless, you or your designee for record content, errors or omissions.

Print Name: (Last) \_\_\_\_\_ (First) \_\_\_\_\_ (Middle) \_\_\_\_\_

Other Former Names: \_\_\_\_\_

Address (Current): \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ ZIP \_\_\_\_\_

How long have you lived at the current address? \_\_\_\_\_ Years \_\_\_\_\_ Months

Past Addresses (if less than 2 years at current address):

\_\_\_\_\_ How Long? \_\_\_\_\_ Years

*Please include applicable city, state, province or territory.*

Phone: \_\_\_\_\_ Mobile | Home (circle one)

Date of Birth: \_\_\_\_\_ Social Security Number (SSN) \_\_\_\_\_

Drivers License State: \_\_\_\_\_ Number: \_\_\_\_\_

**PROSPECTIVE EMPLOYER: Orleans Parish Sheriff's Office**

Applicant \_\_\_\_\_ (PRINT) \_\_\_\_\_ SIGN \_\_\_\_\_ DATE \_\_\_\_\_

Employer Representative \_\_\_\_\_ (PRINT) \_\_\_\_\_ SIGN \_\_\_\_\_ DATE \_\_\_\_\_



SUSAN HUTSON  
Sheriff



OFFICE OF THE SHERIFF  
Parish of Orleans • State of Louisiana

**Employment History**

\*Please provide your current employment information below:

Place of Employment: \_\_\_\_\_

Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Supervisor's Name: \_\_\_\_\_

Dates Employed: Start Date: \_\_\_\_\_ End Date: \_\_\_\_\_

\*Please provide your previous employment information below:

Place of Employment: \_\_\_\_\_

Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Supervisor's Name: \_\_\_\_\_

Dates Employed: Start Date: \_\_\_\_\_ End Date: \_\_\_\_\_

\*Please print and sign your name:

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Signed Name

Date: \_\_\_\_\_



SUSAN HUTSON  
Sheriff



OFFICE OF THE SHERIFF  
Parish of Orleans • State of Louisiana

**Sexual Assault and Sexual Misconduct with Offenders  
Civilian-Vendors- Contractor Acknowledgement Form**

The Prison Rape Elimination Act (P.R.E.A.) of 2003, prohibits and seeks to eliminate sexual assaults, abuse and misconduct in prison and jails throughout the United States. It is the Orleans Parish Sheriff’s Office (O.P.S.O.) policy to provide a safe, humane and secure environment free from sexual violence and threats of sexual abuse for all offenders including offenders participating in transitional workforce programs. All vendors, contractors, volunteers and employment agencies participating in the transitional workforce program or who interact with O.P.S.O. offenders authorized must read the attached “Civilian Vendor Contract Acknowledgement Form” and sign to indicate agreement by O.P.S.O. terms according to PREA Standard **115.17 Hiring and Promotion Decisions and 115.32 Volunteer and Contractor Training:**

- a) The agency shall also perform a criminal background records check before enlisting the services of any contractor who may have contact with inmates.
- b) The agency shall not hire or promote anyone who may have contact with inmates, and shall not enlist the services of any contractor who may have contact with inmates, who—
  - (1) Has engaged in sexual abuse in a prison, jail, lockup, community confinement facility, juvenile facility, or other institution (as defined in 42 U.S.C. 1997);
  - (2) Has been convicted of engaging or attempting to engage in sexual activity in the community facilitated by force, overt or implied threats of force, or coercion, or if the victim did not consent or was unable to consent or refuse;
- c) The level and type of training provided to volunteers and contractors shall be based on the services they provide and level of contact they have with inmates, but all volunteers and contractors who have contact with inmates shall be notified of the agency’s zero-tolerance policy regarding sexual abuse and sexual harassment and informed how to report such incidents.

(Civilian/Vendor/Contractor’s Company Name)





SUSAN HUTSON  
Sheriff



OFFICE OF THE SHERIFF  
Parish of Orleans • State of Louisiana

**Sexual Assault and Sexual Misconduct with Offenders  
Civilian-Vendors- Contractor Acknowledgement Form**

Any sexual activity, relationships, misconduct or attempted sexual activity, relationships or misconduct between vendors, contractors, volunteers, civilians or employees or representatives of \_\_\_\_\_ and an offender in the Orleans Parish Sheriff's Office (O.P.S.O.) is forbidden and prohibited by the O.P.S.O. Any violations involving volunteers, civilian, vendors and contractors will result in disbarment or termination of contract or agreements from the Orleans Parish Sheriff's Office (O.P.S.O.) and the Transitional Workforce Program and a filing of criminal prosecution as warranted.

I have read the form and understand the above statement as it is written.

\_\_\_\_\_  
Vendor/Contractor/Civilian Signature

\_\_\_\_\_  
Vendor/Contractor/Civilian Printed Name

\_\_\_\_\_  
Date



SUSAN HUTSON  
Sheriff



OFFICE OF THE SHERIFF  
Parish of Orleans • State of Louisiana

**Sexual Assault and Sexual Misconduct with Offenders  
Civilian-Vendors- Contractor Acknowledgement Form**

The Prison Rape Elimination Act (P.R.E.A.) of 2003, prohibits and seeks to eliminate sexual assaults, abuse and misconduct in prison and jails throughout the United States. It is the Orleans Parish Sheriff’s Office (OPSO) policy to provide a safe, humane and secure environment free from sexual violence and threats of sexual abuse for all offenders housed in our custody. All applicants(new hires) attempting to gain employment and currently employed staff who interact with O.P.S.O. offenders authorized must read the attached “Sexual Assault and Staff Sexual Misconduct Acknowledgement Form” and sign to indicate agreement by O.P.S.O. terms according to PREA Standard **115.17 Hiring and promotion decisions:**

- a) The agency shall not hire or promote anyone who may have contact with inmates, and shall not enlist the services of any contractor who may have contact with inmates, who—
  - a. Has engaged in sexual abuse in a prison, jail, lockup, community confinement facility, juvenile facility, or other institution (as defined in 42 U.S.C. 1997);
  - b. Has been convicted of engaging or attempting to engage in sexual activity in the community facilitated by force, overt or implied threats of force, or coercion, or if the victim did not consent or was unable to consent or refuse; or
  - c. Has been civilly or administratively adjudicated to have engaged in the activity described in paragraph (a)(2) of this section.
- b) The agency shall consider any incidents of sexual harassment in determining whether to hire or promote anyone, or to enlist the services of any contractor, who may have contact with inmates.
- c) Before hiring new employees, who may have contact with inmates, the agency shall:
  - 1. Perform a criminal background records check; and
- d) Consistent with Federal, State, and local law, make its best efforts to contact all prior institutional employers for information on substantiated allegations of sexual abuse or any resignation during a pending investigation of an allegation of sexual abuse.
- e) The agency shall either conduct criminal background records checks at least every five years of current employees and contractors who may have contact with inmates or have in place a system for otherwise capturing such information for current employees.
- f) The agency shall ask all applicants and employees who may have contact with inmates directly about previous misconduct described in paragraph (a) of this section in written applications or interviews for hiring or promotions and in any interviews or written self-evaluations conducted as part of reviews of current employees. The agency shall also impose upon employees a continuing affirmative duty to disclose any such misconduct.
- g) Material omissions regarding such misconduct, or the provision of materially false information, shall be grounds for termination.

\_\_\_\_\_  
Applicant’s/Employee’s Name (printed)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Applicant’s/Employee’s Name (signed)