City County Building,
PBA Access Control L146
400 Main Street
Knoxville, Tennessee 37902
Phone: 865-215-4203
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PBA Background Check and Badge Policy

for Contractors, Vendors or Firms

Any or all employees of a contracted (or sub-contracted) Vendor or Firm assigned to a project with the Public Building Authority (PBA), may be required to undergo a background check. No employee may begin work at a PBA site prior to receiving final approval from PBA on their background check and obtaining a badge.

The Knox County Sheriff's Office (KCSO), PBA, and the Tennessee Bureau of Investigation (TBI), run background checks through appropriate systems to review felony information, sexual misconduct charges, and drug offender charges. Any misdemeanor offenses in the past seven years or any felonies may be cause for denial and are reviewed on a case-by-case basis. All information is kept confidential, and the appropriate notification will be made as to whether the employee was approved or denied for the project. Employees who will always be escorted by a PBA representative may not be required to have a background check but may be invoiced for PBA staff time for this assignment. PBA may conduct reviews to re-verify information at its discretion.

Pursuant to T.C.A. § 49-5-413 (2007 Public Chapter No. 587), contractors performing work on school grounds (private or public) are required to undergo a criminal history records check conducted by TBI (fingerprint). Employees will be disqualified if they have been convicted of a sexual offense pursuant to T.C.A.§40-39-202.

Should your company already administer background checks on employees, please contact your PBA Contact to discuss whether this information may be provided to PBA in lieu of the standard process.

The cost for the KCSO/PBA background check and a badge (as required) will be charged at the current established rates listed in the **PBA Background Check and Badge Procedure**. A re-badging fee will be charged for replacements. KCSO/PBA background checks and badging services are done on L1 of the City County Building.

Should you have any questions or concerns, please contact Office of Professional Standards Manager at 865-215-4223 or via email at backgroundscreening@ktnpba.org

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