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**Purpose**

To provide guidelines on AFP inspectors accessing required inspections and a reasonable level of on-site security for AFP customers.

All city of Phoenix employees are subject to an extensive work and criminal background check. They are fingerprinted and reviewed annually to ensure compliance with city policy. Several of the AFP inspectors are subject to the Federal Government Homeland Security background check.

AFP inspections are requested by a representative of the building owner and inspectors are usually escorted by a representative. When requested to provide an inspection, AFP inspectors **shall not** be subject to removal of clothing or forfeiting of personal articles such as driver's licenses, social security numbers or be photographed without their permission. In the event that cell phones are not permitted within a facility, the inspector shall have the right to return such articles to their marked city vehicle or leave them at a security desk.

AFP inspectors shall provide a city of Phoenix photo identification badge and can allow the badge to be photo copied. The AFP inspector will be operating a city of Phoenix marked vehicle and will ask for an onsite person to contact and be escorted if requested to do so. Verification can also be made by contacting the city of Phoenix Planning & Development Department at (602) 262 -7811.

At the request of the building owner, AFP inspectors can be provided an identification tag similar to the facility's employees. City of Phoenix badges are access cards and must remain in the custody of the city employee.

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