

Sumter County School Board
Procedures for Background Screening of Non-Instructional Contractors
Effective July 1, 2007
(Revised 11-7-13)

Definitions

Non-Instructional Contractor – Any individual vendor or entity under contract with a school or school board who receives remuneration and is not otherwise considered an employee. The term non-instructional contractor also includes employees of the contractor and sub-contractors.

“School Grounds” – Buildings and grounds of any public pre-k, kindergarten, elementary, middle, junior high, high, or secondary school, or combination of grades pre-k through 12, together with the school district land. Specifically exempted are any other facilities or locations, buildings or grounds during times students are not permitted and any building used solely as a career or technical center under Part IV of Chapter 1004 for adult post secondary or adult education.

Procedures

All non-instructional contractors must report to the Facilities office for determination of exemption status.

Florida public schools may not subject a non-instructional contracted employee to a fingerprint-based criminal history background check when the contractor meets any of the following exemption criteria:

- Contractors under the direct supervision (meaning in line of sight) of contractors or employees who have met screening requirements.
- Contractors screened pursuant to s. 435.04, F.S., for licensure, certification, employment, or other purpose within the past five years who can present evidence of meeting the criteria and that the associated license or certificate is in good standing. (Contractors qualifying under this exemption must forward a letter from their company indicating their fingerprinting/Level II background screening date along with a copy of their license/certificate to the District Personnel Office.)
- Law enforcement dispatched or assigned to the school.
- An employee or medical director of an ambulance provider.
- When the site is separated and secured by perimeter fencing (at least 6 feet tall).
- Pickup or deliver and like services that involve brief visits.
- An investigator for the Florida High School Athletic Association (FHSA) who meets the requirements under 1006.20(2)(e).

If determination is made that the contractor is “exempt”, the Facilities Secretary shall conduct a search of the state and federal sexual offender/predator registry. Individuals

who are identified as a sexual offender or sexual predator will be disqualified from employment. The names of all others will be placed on an approved "Exempt" list.

If determination is made that the contractor is "not exempt", the Facilities Secretary shall fingerprint the individual or retrieve his or her report from the Florida Shared System Results, have him or her sign the "48 hour notice" Form, and obtain a copy of his/her Form I-9 as per FS 1012.467. (Non-instructional Contractor Fingerprinting will be executed under ORI #: FL931562Z)

The contractor will then be directed to a Fieldprint office to be photographed for the uniform, statewide badge.

Fingerprinting reports are released to the Senior Director of Human Resources, who will screen the reports for the following disqualifying offenses as per FL Statute 1012.467(2)(g):

- Any offense related to the registration as a sexual offender.
- Sexual misconduct with developmentally disabled persons and the reporting of such offenses.
- Sexual misconduct with mental health patients and the reporting of such offenses.
- Offenses related to terrorism.
- Offenses related to murder.
- Offenses related to kidnapping.
- Offenses related to lewdness or indecent exposure.
- Offenses related to incest.
- Offenses related to child abuse, aggravated child abuse, or child neglect.

If it is determined that the contractor is not eligible for employment, the Senior Director of Human Resources will inform the contractor of the specific record of non-compliance for the denial of access to the school grounds. Names of eligible contractors will be placed on an approved "Fingerprint" list.

Once the contractor has been approved and placed on the list, the Facilities Clerk will notify Fieldprint via the online system. Fieldprint will send the badge to the Facilities Clerk for distribution to the contractor.