

HARDEE COUNTY SCHOOL DISTRICT
Check List for Vendors/Contractors
Compliance of the Jessica Lunsford Act

The following items are provided to assist vendors/contractors in complying with the required Level 2 Screening set forth by the passing of the Jessica Lunsford Act on September 1, 2005.

Any questions or concerns regarding the items or setting up of appointments, should contact: the Human Resource Office at: (863)773-9058, Ext: 254.

- Each vendor/contractor is to provide a listing of all employees that will have access to school sites. *The Vendor Contractor Employee List* is to be utilized for this purpose. The list can be mailed, faxed or delivered to the School District before or at the time of the scheduled appointment.
- Each vendor/contractor is to notify the Human Resource Office to set-up an appointment for registration and screening. Fingerprinting for vendor/contractors is done weekdays between the hours of 8:00 A.M. through 3:00 P.M., at the District Administration Complex, Building # 99-063, located at 1009 North 6th Avenue, Wauchula, Florida, 33873.
- Each employee of the vendor/contractor is required to complete the *Vendor/Contractor Registration Form* and present a valid driver's license at the time of screening. In addition, the employee must provide the district with all information regarding criminal history at the time of registration and fingerprinting. Non-disclosure of prior arrests, charges, and resolutions are considered a criminal offense and can be prosecuted. Falsification or omission may constitute grounds for disqualification.
- Processing fee for fingerprinting is \$76.75. Payment is required at the time of fingerprinting and must be made by a debit card or charge card.
- The Human Resource Office will notify the vendor/contractor that clearance has been received from FDLE/FBI. Please allow up to five days for results to return. Appointments will be scheduled for the employee to return for the issuing of the HCSB ID badge.
- However, any screenings that results in producing a criminal history revealing offenses of moral turpitude, on an employee will be forwarded to the Administrative Review Panel. The Panel will review the criminal history and will contact the vendor/contractor once a decision is rendered. The School District can only inform a vendor/contractor that an employee has **cleared** or **not cleared**. All other information is considered confidential and can be shared only with the employee and/or his/her attorney.

The school district reserves the right to request certified court documents regarding any arrests to confirm the status of the crime/conviction items such as: the level of the charge, resolution of the charge and conditions imposed upon the employee as a result of the charge.

Check List

****Employees must receive clearance from the FDLE/FBI screening or Administrative Review Panel before the district will grant permission to enter a job site.**

In other words, **any vendor/contractor/employee with the status of pending, is not permitted access to school grounds while students are present, may not have direct contact with students or may not have access or control of school funds.**

- The School District will honor clearance notification from other school districts, as well as, provide the same information to other districts. In order for the notification to be valid, it must be on letterhead stationery from the district in which the screening occurred, must be signed by the authorized representative and either faxed or mailed to the Hardee County School District's Human Resource Office.

ID Badges are required to be displayed at all times while on school grounds. School based staff will check vendors/contractors and their employees on a regular basis for proper identification badges while on their respective school site. Vendor/Contractor Employees, who cannot produce their HCSB ID badge, will be instructed to leave the job site. School based staff is responsible for reporting any violation to the **Personnel Director/Deputy Superintendent of Operations** immediately.

Supervisors/Contractors are asked to report to the main office upon arrival at the school site. The names of all workers must be provided to the main office, as well as, the days they will be on the work site. Workers are to remain in the designated area determined by the Principal, Assistant Principal or Director of Facilities. (Usually a fence is erected to provide the designated work area).

Workers should NOT engage in conversation or communicate with students. Conversations with students only provides a gateway for students to wander into the construction area, as well as, distracts workers from their designated work assignments which can endanger the safety of not only the student but the worker as well.

Statutory Authority: 1001.41, 1001.42, 1001.43. 1012.31, 1012.32, 1012.465, 1012.56, Florida Statute

Confidentiality: Sections: 943.0585(4)(c) AND 943.059(4)(c)

Moral Turpitude 6B-4009 (6) Department of Education, Administrative Rules, State Board Rule
Code of Ethics-6B-1006 (m) Department of Education, Administrative Rules, State Board Rule

Last Updated: May 4, 2015