

TO: Mr. Tim Wyrosdick, Superintendent
School Board Members

FROM: Conni L. Carnley
Asst. Superintendent for Human Resources

SUBJECT: Fingerprinting Requirements

DATE: June 11, 2015

This is to request approval of the attached procedures including the re-fingerprinting of current employees (FS 1012.465 and FS 1012.56) and fingerprinting of contracted employees under The Jessica Lunsford Act.

Field Print develops and deploys fingerprint identification and management systems. They provide a major advantage for our vendors and new employees by providing locations that are convenient to their job locations. A major advantage is also provided to the Human Resource Department by a reduction in high traffic volume, phone calls, and clearance documentation.

FINGERPRINT PROCEDURES/ PROCESS

FS 1012.465 and FS 1012.56 create background screening requirements for district employees.

Every employee of the district (administrative, instructional, educational support and contractual personnel) who has direct contact with students or who has access to or control of funds must meet FBI Level 2 screening requirements every 5 years after initial employment.

The Santa Rosa County School Board shall pay the cost of the re-fingerprint process. If ~~the~~ employee terminates employment and, therefore, must be re-fingerprinted due to re-employment, the cost shall then be the responsibility of the employee. New employees will continue to be required to fund the cost of their fingerprinting process.

Certificated employees (teachers/administrators) will be required to re-fingerprint in the year of certificate expiration/ renewal.

Exception: Employees scheduled to exit DROP before July 1st of a current year will not be required to re-fingerprint. If the retiree is reemployed, then the reemployed retiree will be required to pay the cost of the fingerprinting at the time of reemployment.

The Santa Rosa County School Board shall pay the annual cost (retention fees) for maintaining employees' fingerprints in the FDLE database. Terminated employees will be deleted and must be fingerprinted at their own expense if re-employed. The Santa Rosa County School Board shall pay the cost for the FBI/FDLE screening required every five (5) years for all current employees.

All contracted employees who are permitted access on school grounds when students are present, that have direct contact with students or who have access to or control of school funds will be fingerprinted at the contractor/vendor expense.

VENDOR CONTRACT LANGUAGE

Provider agrees to provide a web registration process specific to End-User applicants, collect demographic and biographic information required for the FDLE/FBI fingerprint process, collect biographic information required for the photography collection and badge process and enable electronic payment on the scheduling site.

In regards to the Fieldprint Fingerprint Collection network, End-User applicants will be able to schedule fingerprint appointments and be fingerprinted in any of the Fieldprint locations enabled with photography capability.

In regards to the MyFieldprint Administrative Website, Provider will issue usernames and passwords to End-User in accordance with the user's access rights, provide the ability for End-User to query applicant information, enable portal users to verify applicant statuses, and enable End-User administrative users to create reports, issue vendor badges(if applicable), and archive applicant data.

Projected cost of re-fingerprinting and maintaining fingerprints for current employees over a five year period (2015 – 2019.)

Number of Employees

Teachers:	1877
Ed Support (10 month):	461
Ed Support (12 month):	243
Administrators:	90
Transportation:	45
Food Service:	14
 TOTAL:	 2730

The FDLE screening cost and FBI screening cost, fees associated with maintaining the database and resubmission of fingerprints every five years for each employee at a cost of \$65.50 per employee.

TOTAL COST: $2730 \times \$65.50 = \$178,815.00$