

Chapter 22 Criminal History Records Contractor Certification:
Contractor/Subcontractor Employees

Introduction: Section 22.0834 of the Texas Education Code requires entities that contract with school El Paso Independent School Districts to provide services to obtain criminal history records on covered employees. Covered employees with disqualifying criminal histories are prohibited from serving at a school El Paso Independent School District. Service contractors with access to the DPS FACT Clearinghouse under the National Child Protection Act (NCPA) or state criminal history information for employees hired before January 1, 2008, must certify to the El Paso Independent School District that they have complied and must obtain similar certifications from their subcontractors.

The El Paso Independent School District may not obtain criminal histories for contractors. The law requires each contractor to obtain the criminal histories of its covered employees if contractor access is permitted by law. For more information to set up an account for criminal history record information through the DPS FACT Clearinghouse, a contractor should contact the Texas Department of Public Safety's DPS Fingerprint Services Unit by email at fingerprint.service@dps.texas.gov or by phone at 512.424.2474 – Option 6.

Definitions:

Covered employees: Employees of a contractor who have or will have continuing duties related to the service to be performed at the El Paso Independent School District and have or will have direct contact with students. The El Paso Independent School District will be the final arbiter of what constitutes *continuing duties* or *direct contact* with students.

Disqualifying criminal history: (1) a conviction or other criminal history information designated by the El Paso Independent School District; or (2) one of the following offenses, if at the time of the offense, the victim was under 18 or enrolled in a public school: (a) a felony offense under Title 5, Texas Penal Code; (b) an offense for which a defendant is required to register as a sex offender under Chapter 62, Texas Code of Criminal Procedure; (c) an equivalent offense under federal law or the laws of another state.

On behalf of _____, a Texas corporation, doing business as _____, I, the undersigned authorized signatory for Contractor, certify to the El Paso Independent School District that [check one]:

☐ None of Contractor's employees are *covered employees*, as defined above. If this box is checked, I further certify that Contractor has taken precautions or imposed conditions to ensure that its employees will not become *covered employees*. Contractor will maintain these precautions or conditions throughout the time the contracted services are provided.

Or

☐ Some or all of Contractor's employees are *covered employees*. If this box is checked, I further certify that:

(1) Contractor has obtained all required criminal history record information regarding its covered employees. None of the covered employees has a disqualifying criminal history.

(2) If Contractor receives information that a covered employee subsequently has a reported criminal history, Contractor will immediately remove the covered employee from contract duties and notify the District in writing within 3 business days.

(3) Upon request, Contractor will provide the District with the name and any other requested information of covered employees so that the District may obtain criminal history record information on the covered employees. Contractor is responsible for all District costs and expenses for the District obtaining the information on the covered employees.

If the District objects to the assignment of a covered employee on the basis of the covered employee's criminal history record information, Contractor agrees to discontinue using that covered employee to provide services at the District.

I also certify to the El Paso Independent School District on behalf of Contractor that Contractor has obtained certifications from its subcontractors of compliance with Texas Education Code chapter 22.

Noncompliance or misrepresentation regarding this certification may be grounds for contract termination.

Signature: _____ Date: _____

Title: _____