



SECTION V: EMPLOYEE

POLICY 5065

CRIMINAL HISTORY AFFIDAVITS FOR CONTRACTORS

The district seeks to ensure that individuals who will be present on district property do not have prior criminal histories indicating that their presence poses a threat to the safety of students and employees. Therefore, and in accordance with applicable law, individuals and entities that enter into certain contracts with the district involving the performance of work/services on district property shall be required to execute criminal history affidavits as set forth below.

Definitions

1. Contractor - A person or business having a contract with the district under which the contractor and/or employees of the contractor will (1) perform services on the property of the district, and/or (2) perform work on a full-time or part-time basis that would otherwise be performed by district employees.

Criminal History Affidavits Required for Contractors

Prior to board approval of any contract between the district and a contractor, an authorized representative of the contractor shall be required to execute and deliver to the district an affidavit declaring under penalty of perjury that (1) no individual working on district premises under authority of the contractor is currently registered or required to register under the provisions of the Oklahoma Sex Offenders Registration Act or the Mary Rippy Violent Crime Offenders Registration Act, and (2) no individual who will perform work on district premises that would otherwise be performed by district employees under the authority of the contractor has been convicted in the United States of any felony offense unless ten (10) years has elapsed since the date of the criminal conviction or the employee has received a pardon for the criminal offense. The affidavit shall be in the form attached to this policy.

No contractor shall be permitted to perform work/services on district property until the contractor or an authorized representative of the contractor has executed and delivered a criminal history affidavit as required by this policy.

Individuals/business/other entities that do not fall within the definition of a “contractor” set forth above, including, but not limited to, vendors, volunteers, college/professional/military recruiters, architects and/or attorneys, are not required to provide criminal history affidavits.

Requests for Felony Records Searches by Contractors

Contractors whose employees will perform work on a full-time or part-time basis that would otherwise be performed by district employees may submit requests for felony records searches regarding their employees to the State Board of Education (“OSBE”). It shall be the sole responsibility of the contractor to request appropriate felony records searches regarding the contractor’s employees from the OSBE consistent with the requirements of this policy.



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CONTRACTOR’S CRIMINAL HISTORY AFFIDAVIT

STATE OF OKLAHOMA)
) ss:
COUNTY OF _____)

The undersigned, under penalty of perjury, certifies to Independent School District No. 3 of Tulsa County, Oklahoma (the “District”) as follows:

1. I am a duly authorized representative of _____ (the “Contractor”).
2. The Contractor seeks to enter into a contract with the District under which employees of Contractor will perform work and/or render services on the property of the District.
3. I hereby certify that no employee of the Contractor who will perform work on District premises that would otherwise be performed by District employees has been convicted in the State of Oklahoma, the United States or another state, of any felony offense, unless ten (10) years has elapsed since the date of the criminal conviction or the individual has received a presidential or gubernatorial pardon for the offense.
4. I hereby certify that no employee of the Contractor who will perform any work on District premises is currently registered or required to register under the Oklahoma Sex Offenders Registration Act or the Mary Rippey Violent Crime Offenders Registration Act.
5. The Contractor and/or its authorized representative(s) _____ has OR _____ has not obtained a felony record search of employees who would be assigned to work on a part-time or full-time basis on the property of the District from the Oklahoma State Board of Education.
6. This Affidavit is intended to comply with OKLA. STAT. tit. 70, § 6-101.48.

EXECUTED AND DELIVERED this _____ day of _____, 20__.

Organization Name (“Contractor”)

By: _____
Name: _____

Title: _____

Subscribed and sworn to before me this ___ day of _____, 20__.



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My Commission expires:

Notary Public

[SEAL]

Reference: OKLA. STAT. tit. 70, § 6-101.48

Source: *Broken Arrow Board of Education policy adoption October 11, 2021.*