



APPENDIX D
BADGING FOR REAGAN
HIGH SCHOOL CAMPUS



OFFICE OF THE
EXECUTIVE DIRECTOR
OF HUMAN RESOURCES

North East Independent School District

8961 TESORO DRIVE – SAN ANTONIO, TEXAS 78217

Phone (210) 407-0188, Fax (210) 804-7039

STEP-BY-STEP INSTRUCTIONS FOR DPS ACCOUNT SETUP for CONTRACTORS

1. Contractor completes the NEISD CONTRACTOR/CONSULTANT DPS AFFIDAVIT at attachment 1 (without this form you cannot establish an account with DPS)
2. CONTRACTOR contacts DPS via email or phone to setup DPS account (see attachment 2).
3. DPS will issue a SCHOOL CONTRACTOR DOCUMENT PACKET to the company. (see attachment 3)
4. Fast Passes should be received from DPS electronically. Contractor must print a Fast Pass for each individual.
5. Upon receiving the SCHOOL CONTRACTOR DOCUMENT PACKET and FAST PASSES, the company can then schedule employees' fingerprinting appointments through MorphoTrust ([MorphoTrust USA Enrollment Services](#)) Keep in mind, employees must present a FAST PASS at the time of fingerprinting. Once the fingerprint is completed, the technician will return a fingerprint receipt to the individual. **The fingerprint receipt should be returned to the company as proof of completion.**
6. The company will receive notification of fingerprinting results from DPS via email. When results are in, the company must submit the names of those employees who have been fingerprinted to NEISD for clearance and approval for badges. Employee names must be submitted on company letterhead to NEISD providing the legal names, dates of birth, and driver's license numbers. **NOTE: Employees will not be allowed on District properties until clearances have been confirmed and badges issued.**
7. Once you have completed all steps, please contact your Department Representative about obtaining the badge.
8. The Contractor must submit to HR the *CONTRACTOR/SUBCONTRACTOR DISMISSED EMPLOYEES* form in order to be sure that we **unsubscribe** to the individuals who no longer work with the District and/or company (see attachment 4)

North East Independent School District 2015 Bond Program Construction Contractor Badging Policy

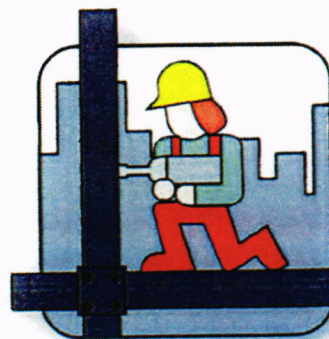
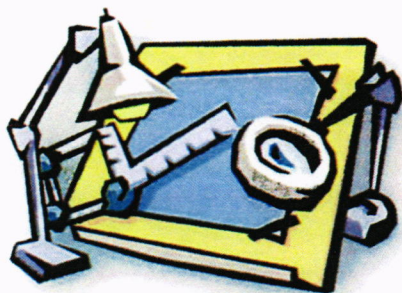
SECURITY NOTICE

CONTRACTOR
BADGES
MUST BE WORN
AT ALL TIMES



SECURITY NOTICE

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CONSTRUCTION CONTRACTOR BADGING POLICY 2015 BOND PROGRAM

OBJECTIVE: Adopt a comprehensive badging policy that: (a) ensures student / staff / faculty safety as a first priority; (b) complies with at least the minimum requirements of Senate Bill 9; and (c) differentiates between those construction contractor personnel who will have direct contact with students and those who will not.

1. Continue with present policy of having all General Contractor employees undergo fingerprinting / national criminal history background checks. The General Contractor will review the fingerprinting results against the District's List of Prohibited Offenses, and will then provide the standard certifications to NEISD. HR will then provide a 100% quality assurance check of those individuals submitted by the General Contractor for a District badge.
 - Those who "PASS" both the quality control review by the General Contractor and the quality assurance check by the HR Department will be issued a purple badge.
 - Those who "FAIL" either the quality control check by the General Contractor or the quality assurance check by the HR Department will not be allowed to work on District property.
2. Following award of any construction contract, the Construction Management & Engineering (CM&E) Department along with the Campus Admin Team will meet with the applicable General Contractor to review the limits of construction on campus and establish those areas which pose an increased risk of direct student contact due to planned construction access to or through campus-occupied existing facilities. This "Badging Executive Committee" will review, line by line, the list of subcontractors proposed for use on the construction project and jointly agree / designate those subcontractors who have an increased probability of direct contact with students based on their work proximity within the construction area and campus facilities.
3. Those subcontractors judged to have an increased probability of direct contact with students will be required to have their employees undergo the full fingerprinting / national criminal history background check. These subcontractors will review the fingerprinting results against the District's List of Prohibited Offenses, and then provide the standard certifications to both the General Contractor and the District. HR will then provide a 100% quality assurance check of those individuals submitted by these subcontractors for a District badge.
 - Those who "PASS" both the quality control review by the subcontractor and the quality assurance check by the HR Department will be issued a purple badge.
 - Those who "FAIL" either the quality control check by the subcontractor or the quality assurance check by the HR Department will not be allowed to work on District property.
4. Those subcontractors judged to have a low probability of direct contact with students will not be required to undergo the fingerprinting / national criminal history background check – but will be required to pass the standard "Raptor" screening (sexual offenses). Those who pass the Raptor check will be issued an orange badge. Those who cannot pass the Raptor check will not be allowed to work on District property.
5. In addition to the above procedures (items 3 and 4), all foremen / superintendents / work leaders working for the General Contractor's subcontractors will be required to undergo the fingerprinting / national criminal history background check. The appropriate subcontractor will be required to provide the standard certifications to both the General Contractor and the District. HR will then provide a 100% quality assurance check of those individuals submitted by the subcontractor for a District badge.
 - Those who "PASS" both the quality control review by the subcontractor and the quality assurance check by the HR Department will be issued a purple badge.
 - Those who "FAIL" either the quality control check by the subcontractor or the quality assurance check by the HR Department will not be allowed to work on District property.

6. Any contractor employee possessing an orange badge who needs to work outside the controlled construction area (i.e., in occupied campus facilities) will be allowed to do so only under the continuous direct physical supervision of either a contractor employee with a purple badge, a District employee, or a contracted law enforcement officer. Note: The District employee noted above will most likely work as a member of the Construction Management and Engineering Department.
7. All purple badges issued for the 2015 Bond Program under these revised badging procedures will be annotated "2015 Bond Program" with an Expiration Date of December 2020. Following completion of the project(s) which formed the basis for the issuance of contractor badges, the District, at its option, may collect these contractor badges earlier – upon completion of the designated project(s) – rather than at the end of the badge authorization period in December 2020.
8. All orange badges issued for the 2015 Bond program under these revised badging procedures will be annotated "2015 Bond Program" with an Expiration Date of 1 year from date of issue.
9. All badges issued for non-Bond-funded construction work will have a 1-year expiration period.
10. Contractor personnel previously reviewed by the District and denied a badge (any color) will continue to be denied a badge under this revised badging policy even if they are designated to work only in the controlled construction area.
11. NEISD definition of "Direct Contact" with students: the contact that occurs through substantial opportunity for verbal or physical interaction with one or more students that is necessary for the performance of contracted services or that offers an opportunity for interaction with students that is not supervised by a certified educator or other professional district employee. Services that provide "direct contact" opportunities with students are those services or activities that are performed independently from school district staff involvement. Direct contact can include: (1) chance contact, such as the performance of construction work or routine inspections and maintenance in occupied campus areas or within existing occupied facilities; (2) contact with students during the conduct of organized campus activities; or (3) contact with students through tutoring or therapy sessions. However, incidental / chance contact that does not provide the opportunity for unsupervised interaction with students, such as addressing an assembly, officiating at a sports contest, or judging an extracurricular event, is not considered "direct contact." Additionally, construction work within a fenced-in construction area with posted signage indicating "Construction Workers Only" that physically separates contractor work areas from student-occupied campus areas does not afford the opportunity for "direct contact" with students.


SIGNATURE PAGE
2015 BOND PROGRAM CONTRACTOR BADGING POLICY

We the undersigned indicate our review and approval of the foregoing policy and procedures.



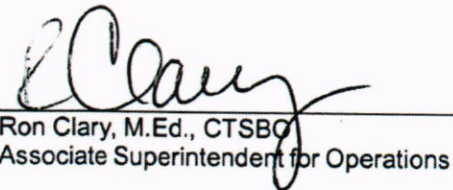
Garrett J. Sullivan
Executive Director, Construction Management & Engineering

27 MAY 2016
Date



Joel Trevino
Executive Director, Human Resources

31 May 2016
Date




Ron Clary, M.Ed., CTSBO
Associate Superintendent for Operations

5/31/16
Date



Donna Newman, Ed.D.
Associate Superintendent for Campus Administration and Human Resources

6-2-16
Date



Rick Lopez
Attorney

6-2-16
Date



DIRECTIONS TO NEISD BADGING OFFICE

1. Start out going northeast on Broadway St (from Loop 410 & Broadway)

Then 1.08 miles

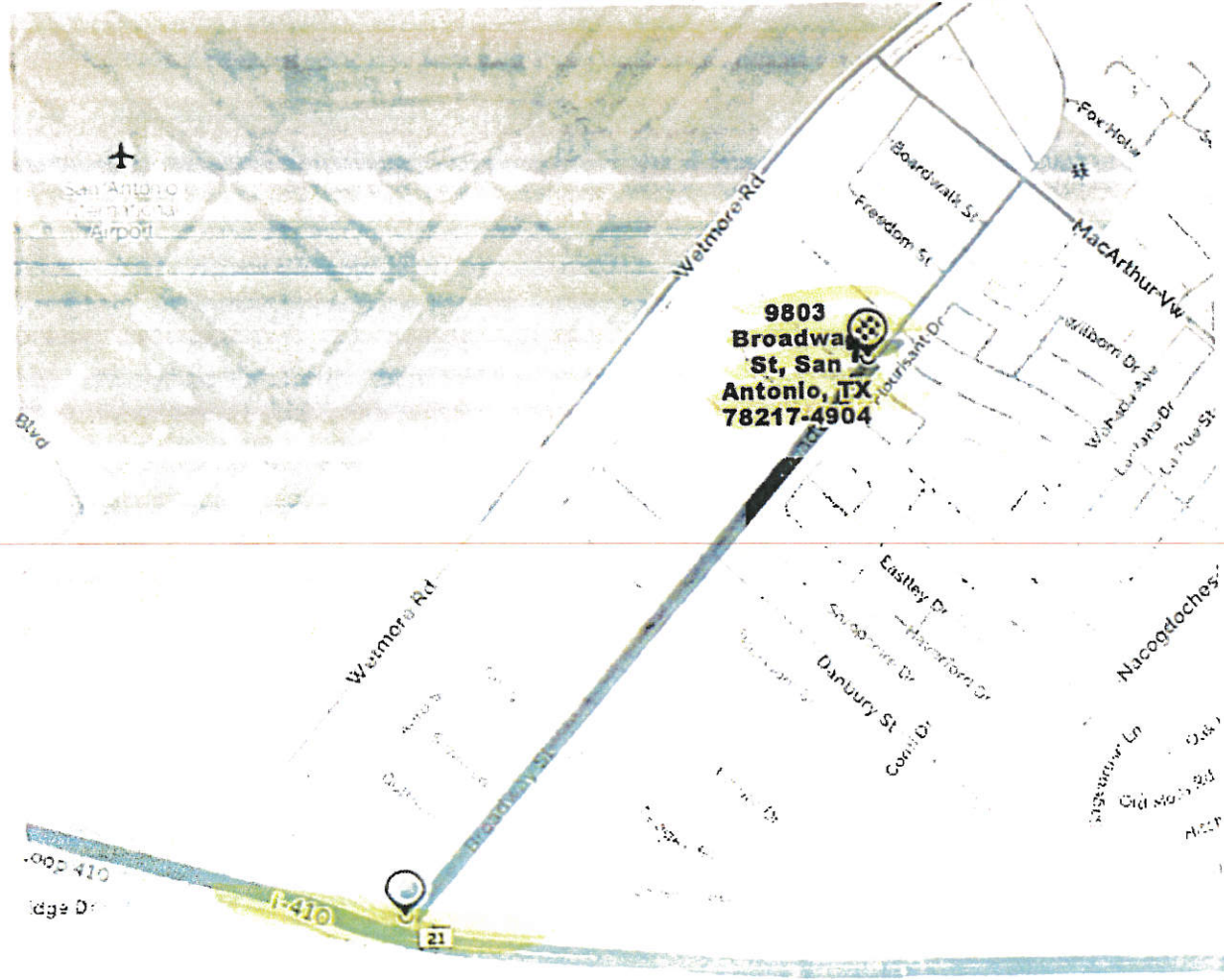
1.08 total miles

2. 9803 Broadway St, San Antonio, TX 78217-4904, 9803 BROADWAY ST is on the left. NOTE: Look for a blue and yellow building.

If you reach Brockton St you've gone a little too far.

PHONE # 210-356-8824

OFFICE HOURS: 7:30AM TO 3:30PM



APPENDIX C
CERTIFICATION OF CRIMINAL HISTORY RECORD INFORMATION
REVIEW BY GENERAL CONTRACTOR

Certifying Affidavit submitted to: Executive Director
Construction Management & Engineering Dept
Name of School District: North East Independent School District
Mailing Address: 8961 Tesoro Drive, Suite 300
San Antonio, Texas 78217

Project: _____

STATE OF TEXAS §
COUNTY OF _____ §

(1) The undersigned representative, on behalf of the contracting firm identified below, swears and affirms to the North East Independent School District (the "District") that such firm has obtained, reviewed and verified, from a law enforcement or criminal justice agency, the criminal history record information of all employees of the contracting firm hired *before January 1, 2008*, who (i) have or will have continuing duties related to the contracted services, and (ii) have or will have direct contact with students (substantial opportunity for verbal or physical interaction with students that is not supervised by a certified educator or other professional District employee). Such employees of the contracting firm are identified by name on Schedule A attached hereto. The undersigned further certifies that no employees of the contracting firm who meet the requirements of (i) and (ii) herein and/or identified on Schedule A, have been convicted of any offense identified in Section 22.085 of the Texas Education Code or prohibited by District policy.

(2) The undersigned representative, on behalf of the contracting firm identified below, swears and affirms to the District, that such firm has obtained, reviewed and verified,

from the Texas Department of Public Safety criminal clearinghouse, the national criminal history record information of all employees of the contracting firm hired *on or after January 1, 2008*, who (i) have or will have continuing duties related to the contracted services, and (ii) have or will have direct contact with students. Such employees of the contracting firm are identified by name on Schedule B attached hereto. The undersigned further certifies that no employees of the contracting firm, who meet the requirements of (i) and (ii) herein and/or identified on Schedule B, have been convicted of any offense identified in Section 22.085 of the Texas Education Code or prohibited by District policy.

(3) The undersigned firm swears and covenants that no present or future employee of the contracting firm, no present or future independent contractor, and no present or future employee or independent contractor of any subcontractor of the contracting firm, will provide services to the Project on a continuing basis that involve direct contact with students unless and until such employee's or independent contractor's national criminal history record information has been reviewed, cleared and certified, as required herein. In the event of an emergency, an employee or independent contractor who has not been previously certified may only provide services that involve direct contact with students if such employee is escorted by a District employee.

(4) The undersigned firm swears and covenants that, upon receipt of information, directly or indirectly, that any employee or independent contractor of the contracting firm has been convicted of an offense identified in Section 22.085 of the Texas Education Code or prohibited by District policy, the contracting firm will immediately remove or cause the removal of such employee from the Project and notify the District.

(5) Furthermore, if requested by the District, the name, driver's license number, and any other national criminal history information of any person on the Project will be submitted to, and subject to periodic review by, the District.

_____, being duly sworn, affirms and certifies that he/she is
the _____ (position) of _____
(contracting firm), and that all statements and acknowledgements contained herein are
true and correct, and that he/she has the authority to bind such firm to the covenants set
out above.

SUBSCRIBED AND SWORN TO BEFORE ME this ____ day of _____,
20_____.

Notary Public _____ State of _____

My Commission expires _____

APPENDIX D
CERTIFICATION OF CRIMINAL HISTORY RECORD INFORMATION
REVIEW BY SUBCONTRACTOR

Certifying Affidavit submitted to: **Executive Director**
Construction Management & Engineering Dept
Name of School District: **North East Independent School District**
Mailing Address: **8961 Tesoro Drive, Suite 300**
San Antonio, Texas 78217

Name of General Contractor: _____
Mailing Address: _____

Project: _____

STATE OF TEXAS §
COUNTY OF _____ §

(1) The undersigned representative, on behalf of the subcontracting firm identified below, swears and affirms to the North East Independent School District (the "District") and to the Contractor identified above that such firm has obtained, reviewed and verified, from the Texas Department of Public Safety criminal clearinghouse, the national criminal history record information of all employees of the subcontracting firm who (i) have or will have continuing duties related to the subcontracted services, and (ii) have or will have direct contact with students (substantial opportunity for verbal or physical interaction with students that is not supervised by a certified educator or other professional District employee). Such employees of the subcontracting firm are identified by name on Schedule A attached hereto. The undersigned further certifies that no employees of the subcontracting firm who meet the requirements of (i) and (ii) herein

and/or identified on Schedule A, have been convicted of any offense identified in Section 22.085 of the Texas Education Code or prohibited by District policy.

(2) The undersigned representative, on behalf of the subcontracting firm identified below, swears and covenants that no present or future employee of the subcontracting firm, no present or future independent contractor, and no present or future employee or independent contractor of any sub-subcontractor of the subcontracting firm, will provide services to the Project on a continuing basis that involve direct contact with students unless and until such employee's or independent contractor's national criminal history record information has been reviewed, cleared and certified as required herein. In the event of an emergency, an employee or independent contractor who has not been previously certified may only provide services that involve direct contact with students if such employee is escorted by a District employee.

(3) The undersigned firm swears and covenants that, upon receipt of information, directly or indirectly, that any employee or independent contractor of the subcontracting firm has been convicted of an offense identified in Section 22.085 of the Texas Education Code or prohibited by District policy, the subcontracting firm will immediately remove or cause the removal of such employee from the Project and notify the District.

(4) Furthermore, if requested by the District, the name, driver's license number, and any other national criminal history information of any person on the Project will be submitted to the District.

_____, being duly sworn, affirms and certifies that he/she is
the _____ (position) of _____
(contracting firm), and that all statements and acknowledgements contained herein are
true and correct, and that he/she has the authority to bind such firm to the covenants set
out above.

SUBSCRIBED AND SWORN TO BEFORE ME this ____ day of _____,
20_____.

Notary Public _____ State of _____

My Commission expires _____

APPENDIX E

LIST OF PROHIBITED OFFENSES

Pursuant to Texas Education Code Section 22.085 and the Policy of the Board of Trustees for North East ISD, the School District may not allow a person who is an employee, independent Contractor, Subcontractor or applicant of a Contractor to perform services at the School District or any school campus if the employee, independent Contractor, Subcontractor or applicant has been convicted of any offense(s) listed below, if such offense occurred in the last 30 years (unless a shorter time period is stated below).

- (I) An offense under Title 5, Penal Code, or any equivalent convictions under another state's law or federal law. These include, without limitation:
 - (a) Homicide
 - 1. Murder
 - 2. Capital Murder
 - 3. Manslaughter
 - 4. Criminally Negligent Homicide
 - (b) Kidnapping and Unlawful Restraint
 - (c) Sexual Offenses
 - 1. Indecency with a Child
 - 2. Improper Photography or Visual Recording
 - (d) Assaultive Offenses
 - 1. Felony Assault
 - 2. Sexual Assault
 - 3. Coercing, Soliciting or Inducing Gang Membership
 - 4. Aggravated Assault
 - 5. Aggravated Sexual Assault
 - 6. Felony Injury to a Child, Elderly or Disabled Individual
 - 7. Abandoning or Endangering a Child
 - 8. Felony Deadly Conduct
 - 9. Felony Terroristic Threat
 - 10. Felony Assisted Suicide
 - 11. Tampering with a Consumer Product
 - 12. Harassment by Persons in Correctional Facilities
- (II) Two (2) or more convictions for misdemeanor assault involving bodily injury or domestic/family violence, where the most recent conviction occurred within the past ten (10) years.
- (III) A conviction requiring registration as a Sex Offender in Texas or under any other state's law or federal law. These include, without limitation:
 - (a) Continuous Sexual Abuse of Young Child or Children
 - (b) Indecency with a Child
 - (c) Sexual Assault or Aggravated Sexual Assault
 - (d) Prohibited Sexual Conduct
 - (e) Compelling Prostitution
 - (f) Sexual Performance by a Child
 - (g) Possession or Promotion of Child Pornography
 - (h) Aggravated Kidnapping (with intent to sexually abuse/violate victim)
 - (i) Burglary (with intent to sexually abuse/violate victim)
 - (j) Unlawful Restraint, Kidnapping, Aggravated Kidnapping of a victim or Intended victim younger than 17 years of age
 - (k) Indecent Exposure (second violation)
 - (l) Attempt, Conspiracy or Solicitation of an offense listed in a-j above
 - (m) Online Solicitation of a Minor