



# WORKPLACE SCREENING & FINGERPRINTING PROCEDURES

## WORKPLACE SCREENING

The School District of Indian River County is a Drug Free Workplace and requires all individuals hired by the School Board to be free of alcohol and controlled substances. All job applicants offered a position with the School Board will be required to submit to a workplace screening.

The procedures for the workplace screening are as follow:

1. Prospective employees must report to the Department of Human Resources for new employee processing between 8:00 am and 12:30 pm as scheduled by departmental personnel when notified that a position is being offered.
3. Payment may be made by **check** or **money order** payable to the School District of Indian River County. No credit cards or cash will be accepted.
4. Applicants paying for both Workplace Screening (\$25.00) and the FDLE Retention Fee for fingerprinting (\$24.00) at the same time may present one check or money order payable to the School District of Indian River County for a total of \$49.00.
5. An applicant's refusal to submit to the pre-employment screening shall constitute a basis for rescinding the offer of employment.
6. Any individual who tests positive for controlled substances will be considered not qualified for employment with the School District and will not be eligible for employment for one (1) year from the date of the test.

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## FINGERPRINTING

The School District of Indian River County is committed to keeping our students and staff members safe. In compliance with the **Jessica Lunsford Act** signed into law on May 2, 2005, background check requirements have been expanded to include all contracted workers and consultants as well as employees. In addition, the Florida Department of Law Enforcement has implemented a database to track arrests of school district employees and contractors and notify the school districts when an employee is arrested. This new tracking system helps ensure that students and staff in our schools remain safe.

All employees, volunteers, student teaching interns, vendors, consultants, and contractors must be fingerprinted and undergo a Level II background check. Everyone who will be at a school when students are present or who will have direct contact with students must complete the background screening. See below for more specific information on appropriate fees and items to bring with you when you are printed.

### General Fingerprinting Information:

1. ALL newly hired employees will be responsible for paying fees for fingerprinting. These fees should not be paid until employment has been officially offered.
2. Fingerprinting for all employees, independent volunteers (not representing a company or entity), and student teaching interns, must be completed through the **Fingerprint Specialist** with the School District **by appointment only**.
3. Fingerprint reports from outside agencies will not be accepted.
4. The cost for fingerprinting is \$51.25 payable by credit or debit card at the time of your appointment.
5. Fingerprints must be kept current and are required to be updated every five years.
6. Any break in service will require individuals to be re-fingerprinted at their cost.

For questions relating to fingerprinting, please contact Ms. Blanca Orozco, Fingerprint Specialist, at [blanca.orozco@indianriverschools.org](mailto:blanca.orozco@indianriverschools.org). For scheduling, please contact 772-564-3178.

**\*CONTRACTORS, VENDORS, CONSULTANTS, & VOLUNTEERS (representing a not-for-profit or profit organization, company, or entity)\***  
**\*PLEASE CONTACT MS. BLANCA OROZCO AT [blanca.orozco@indianriverschools.org](mailto:blanca.orozco@indianriverschools.org) OR (772) 564-3024 FOR ADDITIONAL INSTRUCTIONS\***