

## **CRIMINAL HISTORY AFFIDAVITS FOR CONTRACTORS**

The technology center seeks to ensure that individuals who will be present on technology center 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 technology center involving the performance of work/services on technology center 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 technology center under which the contractor and/or employees of the contractor will (1) perform services on the property of the technology center, and/or (2) perform work on a full-time or part-time basis that would otherwise be performed by technology center employees.

### Criminal History Affidavits Required for Contractors

Prior to board approval of any contract between the technology center and a contractor, an authorized representative of the contractor shall be required to execute and deliver to the technology center an affidavit declaring under penalty of perjury that (1) no individual working on technology center 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 Rippey Violent Crime Offenders Registration Act, and (2) no individual who will perform work on technology center premises that would otherwise be performed by technology center 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 technology center 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/businesses/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 technology center 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.

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