



**DIOCESE OF PENSACOLA-TALLAHASSEE**  
**Memorandum**

**TO:** Mr. Rob Bennett  
**FROM:** Jeanne Blake  
**DATE:** September 9, 2011  
**RE:** Criminal History Checks on noninstructional Contractors and Subcontractors

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Mr. Bennett,

Thank you for your concern in complying with the Jessica Lunsford Act and the Florida Statutes relating to noninstructional employees/contractor/subcontractor who are permitted access on school grounds when students are present.

The Florida Statutes concerning Background screening requirements for certain noninstructional school employees and contractors under Title XLVIII, Chapter 1012- 1012.465, 1012.467 and 1012.468 is attached to this memo.

With regard to the construction workers working at a Parish/School when children are present, please read and follow Florida Statute 1012.468. If a Contractor does not already have a Jessica Lunsford Badge from a Florida School District we must have the following completed:

1. The Diocesan Office of Safe Environment requests a list of all workers that will be present on the grounds on a consistent basis until the project is complete. (Names clearly printed and their Date of Birth). These names will be checked through the National Sex Offenders Registry.
2. We also request the name/s and proof of a Level 2 background screening through the Diocese of Pensacola-Tallahassee of the person/s who will be Supervisors for each trade of service and physically present during the times when school is in sessions or when children are present while the project is being completed.
3. If an employee of any Contractors or Subcontractors fails to be under the direct supervision of the named supervisors mention above at any time when students are present, the employee may not be permitted on school grounds until that employee has completed a Level 2 Background screening.
4. An onsite inspection of the appropriate supervision can take place without prior consent of Contractor and/or Subcontractor. If there is not appropriate supervision the Contractor will be notified and the proper actions will be taken.
5. The Contractor must renew the Level 2 background screening within 5 years of the first Diocesan background screening to continue working where children are present on Church or School grounds within this Diocese.

6. There is a fee that must be paid prior to making an appointment for fingerprinting. This fee includes FDLE/FBI and Diocesan charge of \$65.00 and \$6.00 retention fee for 5 years totaling \$95.00. Payable to the Diocese of Pensacola-Tallahassee.

Please have your Contractors complete this process and submit names as soon as possible to the Office of Safe Environment.

Diocese of Pensacola-Tallahassee

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