



**The School Board of Broward County, Florida
Broward District Schools Police Department
Security Clearance Office**



APPEAL PROCESS

The Chief of the Broward District Schools Police Department will review the appeal and you will be notified, in writing, of the final decision within thirty (30) days after receipt of all required documentation.

ALL OF THE FOLLOWING documents must be provided:

- Letter requesting to appeal decision, which must state any information you wish to have considered.
- Two professional letters of recommendation from your past or present employer must be provided.
- If not previously provided, the police report. (If the police report is unavailable, you must provide a statement on the police agency's letterhead stating the report is no longer on file.)
- If not previously provided, the court's final disposition.

All documentation must be sent to the Security Clearance Office and received within twenty (20) days from receipt of the letter informing you that the background screening standards have not been met. Information can be sent using the following methods:

U.S. Mail Security Clearance Office
or 600 SE 3rd Avenue
in person Ft. Lauderdale, FL 33301

Email securityclearance.doc@browardschools.com

Fax 754-321-2376

If you have any questions, please contact the Security Clearance Office at (754) 321-2374 between the hours of 8:00 a.m. and 4:30 p.m.