



Series: 1200 Human Resources

Policy Name: Background Screening

Policy Number: 1210

Origination Date: 11/01/2013

Revision Date: July 1, 2018

Regulation: FS 409; FS 435

Policy: Communities Connected for Kids complies with the State of Florida Level II Background Screening requirements.

Procedure:

1. All new employees, interns, volunteers and independent contractors will undergo and be cleared through a thorough background screening prior to their first day of employment/placement which will consist of:
 - Fingerprints taken via Livescan and electronically sent to the Florida Department of Law Enforcement (FDLE). The fingerprints will generate the FBI screening which is sent to DCF who ultimately provides the clearance letter for the employee.
 - Local Law check(s) in all Florida counties of residence for previous five years
 - Completed and Notarized Affidavit of Good Moral Character
 - Driving History (employees only)
 - Social Security Name Match (employees only)
 - FACIS Screening
2. Employment/placement may not begin until a level II background screening is completed and cleared by Human Resources. An exception is allowed for Case Managers who are starting pre-service training; they may begin training without a clearance letter but may not have any client contact until all clearances are received.
3. If the returned FDLE report or Local Law check reveals a past criminal record, Human Resources will determine if the employee, intern, volunteer or independent contractor is disqualified from employment/placement with Communities Connected for Kids based on level II background screening standards. The list of disqualifying convictions is found on the Affidavit of Good Moral Character.
4. An applicant, intern, volunteer or independent contractor with a criminal record which indicates a past criminal history and/or pattern of convictions not included on the Affidavit of Good Moral Character will be reviewed by Human Resources to determine if the applicant is disqualified under Communities Connected for Kids Policy. The following list of felony and/or misdemeanor convictions are disqualifying:



- a. Child/Elder abuse, incest, endangering the welfare of children, corruption of minors, exploitation of children or dependent adults, involving children in the production of or dissemination of obscene or sexual materials
 - b. Any act of violence including, but not limited to, sexual offenses, rape, kidnapping, assault and battery, manslaughter, murder, aggravated assault, criminal homicide, robbery, arson, and/or the commission of a crime involving a handgun or weapon.
 - c. Felony conviction for sale, distribution, manufacturing or possession with intent to sell drugs.
 - d. Driving under the influence of drugs or alcohol when less than three years have elapsed since the conviction.
 - e. Burglary, theft or forgery when less than ten years have elapsed since the date of the conviction.
 - f. Any felony conviction for job-related offenses that resulted in incarceration when less than 10 years have elapsed since release or termination of parole or probation.
 - g. Any misdemeanor conviction for job related offenses that resulted in incarceration when less than 5 years have elapsed since release or termination of parole or probation.
5. Under Communities Connected for Kids policy, convictions also include a plea of nolo contendere, first offender treatment without adjudication of guilt, pre-trial diversion, or adjudication of sentence was withheld or not entered on the charge.
6. The following convictions, both felony and misdemeanor, are disqualifying events for staff with fiscal responsibility: burglary, theft, petit larceny, fraud, forgery or related crimes. It will be the responsibility of the Chief Financial Officer to notify Human Resources of any staff outside of the Finance Department with fiscal responsibilities.
7. If the returned FDLE report and/or Local Law check has insufficient information to make a determination, the applicant will be contacted by Human Resources and required to submit the missing documentation. Failure to supply the required documentation will result in disqualification from employment.
8. An applicant, intern, volunteer or independent contractor will not be hired / placed with a pending criminal charge that is job related or potentially disqualifying.
9. All employees will be re-screened annually at their assessment date with a local law check in both the county they live and work and a drivers history. All employees, volunteers and independent contractors will be re-screened every five years per level II background screening requirements.
10. Current employees, interns, volunteers and independent contractors are required to report all arrests and pending criminal charges in writing to the Human Resources Department within 24 business hours. Failure to do so will result in disciplinary action, up to and including termination.



11. Once a returned FDLE, Local Law check or notification of an arrest, pending criminal charge, or potentially disqualifying conviction is received, Human Resources will immediately review the situation and determine if additional documentation is needed, or if a determination can be made.
 - a. If the situation is a job related arrest or charge pending final disposition, the employee will be removed from the schedule and placed on unpaid administrative leave. The employee will be allowed 90-days of administrative leave to resolve the situation; if unable to do so the employee will be terminated on the 91st day.
 - b. If additional documentation is needed, such as police report and/or final disposition, the employee will be removed from the schedule and placed on unpaid administrative leave until such documentation is provided. The employee will be allowed 90-days of administrative leave to provide the needed documentation; if unable to do so the employee will be terminated on the 91st day.
 - c. If the offense is determined to be non-disqualifying, the employee may be returned to their position; however their position is not protected during the administrative leave and there is no guarantee of continued employment.
 - d. If the offense is determined to be disqualifying under level II background screening requirements, the employee will be immediately terminated from employment. Human Resources will notify the employee of their disqualification and their right to appeal to the Department of Children and Families.
 - e. Interns, volunteers and independent contractors will not be allowed to provide any services until Human Resources has received all required paperwork and has made a determination regarding disqualification. If the offense is non-disqualifying they may continue providing services; otherwise their relationship with Communities Connected for Kids will be severed.

12. If an individual files an appeal with the State and receives an exemption letter from the Department of Children and Families, the letter will be placed in the personnel file and the employee will be eligible for re-employment with Communities Connected for Kids. Obtaining an exemption letter does not guarantee re-employment.

13. Based on reasonable suspicion, a background check may be run at any time during an employee's employment.

14. All background screening results and documentation are the property of Communities Connected for Kids. Copies will not be provided to current or former employees at any time. Employers covered under F.S. Chapter 435 will be provided a copy of an employee/former employee's FDLE and Clearance letter if their request is made in writing on company letter head and includes a release from the employee/former employee.

Approved: Carol DeLoach

Carol DeLoach, CEO

July 1, 2018