



Series:	Recruitment	COA: HR 3.03 CFOP: 65.13
Procedure Name:	Background Screenings	
Procedure Number:	HR - 2209	
Revision #/Date:	(1) 02/09 (2) 2/2010 (3) 8/1/10 (4) 3/1/2011 (5) 3/24/2011	
Effective Date:	9/2004	
Applicable to:	All BFP Staff, Board of Directors, Applicants, Volunteers, Interns, Temporary Staff, Independent Contractors in direct service, and Partner Agency staff	

PURPOSE:

To ensure Agency compliance with requirements of federal law. F.S. 409, 175, F.S. 435.04, 435.10 and the DCF Contract. As a part of the background verification process, Brevard Family Partnership conducts background screenings on all final candidates being considered for employment with the Agency. This also applies to potential members of the Board of Directors, Volunteers, Temporary staff, Interns Independent Contractors in direct service and partner agency staff. Brevard Family Partnership is committed to ensuring, to the best of its ability, that candidates selected to join the organization have acceptable clearance and are suitable to work with our children and families.

PROCEDURE:

1. **Candidates considered** for employment, Board of Director members, all Independent Contractors in direct service, Interns, Temporary staff and Volunteers are required to complete a criminal background screening as a condition for acceptance and retention based on specified dates of validation.
2. Brevard Family Partnership conducts legally permissible, appropriate and mandated background screenings which include but are not limited to reviews of state-wide criminal checks through the Florida Department of Law Enforcement (FDLE), federal criminal records checks through the Federal Bureau of Investigation (FBI), a seven (7) year criminal county search based on the applicant's residence address, a check through the National Sex Offender Registry and local records checks through the local law enforcement agency for the past five (5) years. A Department of Motor Vehicle check is also conducted. The FDLE, FBI and local law enforcement checks must be acceptable as a condition of initial and continued employment, Board membership, Internship, Temporary or Volunteer status or to serve as an Independent Contactor in direct care. This is documented in formal offer letters, internships or Volunteer acceptance letters and in Independent Contractor Agreements or Rate Agreements as applicable. Board member candidates are provided with information of this requirement as a part of the application process and final determination of candidacy. Temporary staff is informed of this requirement during the interview process.



3. Background checks examine whether or not applicants, employees, Board of Directors, Independent Contractors in direct service, Interns, Temporary staff or Volunteers have been found guilty of, regardless of adjudication, or entered a pleas of nolo contendere or guilty to any offense prohibited under any provision of the Florida Statutes or under any similar statute of another jurisdiction.
4. Community Based Care of Brevard pays the costs of these background screenings.
5. Any information on the employment application relating to felonies and misdemeanors must be reviewed by the Chief Personnel & Administrative Officer prior to considering the candidate in the selection process. This information does not automatically exclude an applicant from consideration of employment, internship or volunteer status but the nature, job-relatedness, severity, and offense date in relation to the position applied for must be considered. This information is also evaluated against the specific disqualifying activities outlined in the Affidavit of Good Morale Character.
6. An applicant/employee, Intern, Temporary staff, Independent Contractor in direct service and Volunteer must also have a valid driver's license and a record of safe driving when the specific position will require frequent driving within the County. The report from the Department of Motor Vehicles is evaluated and a history of traffic violations may preclude an individual from being hired or offered an internship or volunteer position. When there is a history of traffic and/or moving violations, driving uninsured and/or a history of points being assessed, the Chief Personnel & Administrative Officer or designee will coordinate with the insurance broker to determine the additional cost to the company policy of adding this individual to the policy if applicable.
7. Brevard Family Partnership sub-contractors are required to conduct criminal background screenings in accordance with F.S. 435 and their own established policy and procedures.
8. **Sharing of personnel information among employers:** Every employer of employees covered by Chapter 435.10 shall furnish copies of personnel records for employees or former employees to any other employer requesting this information pursuant to this section. Information contained in the records may include, but is not limited to, disciplinary matters and any reason for termination. Any employer releasing such records pursuant to this chapter shall be considered to be acting in good faith and may not be held liable for information contained in such records, absent a showing that the employer maliciously falsified such records.

Requirements for Department of Children & Family Services (DCF) Screenings:

New Employee

1. During the first day of employment, all new employees will be asked to execute the Affidavit Of Good Morale Character. This document must also be notarized and notaries are available at all locations. Affidavits of Good Morale Character are also executed on an annual basis by all current employees, Interns, Independent Contractors in direct care, Board members and Volunteers.
2. Federal law requires all employers to verify the identity and employment eligibility of all persons hired to work in the United States. All newly hired staff will, before or on their first



day of employment complete and sign the I-9 form and provide the required supporting documentation. This is provided by the Chief Personnel & Administrative Officer or designee. In order to determine whether Form I-9 documentation is valid, the Agency uses E-Verify and will provide the Social Security Administration (SSA) and if necessary the Department of Homeland Security (DHS) with information from each new employee's Form I-9 to confirm work authorization. The Agency will execute this form on the same day or within three (3) days of employment

3. Every new employee, Volunteer, Intern, Temporary staff or Independent Contractor in direct service must, before their first day of employment, complete the fingerprint process, and have completed the required background authorization forms. The background screening process must be completed and the results must indicate that the individual is eligible to be hired prior to employment. All board applicants being considered will be subject to submission of fingerprints for a criminal background check prior to becoming a member of the Board. The Board may vote to approve or disapprove any applicant prior to the applicant's submission of fingerprints, with such approval being contingent upon a clear background screening.

Information about this process is provided to the new employee, Volunteer, Intern temporary staff or independent contractor in direct service during the election/hiring process and is informed that no formal offer or relationship can be executed until acceptable results are received. The offer letter for employment or other relationships (except Board members) also indicates that a new hire will be required to submit to a drug test within their first several days of employment and that the offer is contingent on the successful completion of this screening as well. Fingerprints can be done at several local locations and appointments are to be scheduled for this purpose.

4. The Florida Department of Law Enforcement (FDLE) will conduct a search of criminal and juvenile records and will request that the FBI conduct a search of its records for each employee and others covered by this procedure. The results are provided to the Chief Personnel & Administrative Officer if satisfactory by DCF Background Screening. These results become part of the individual's employment, Temporary, Intern, Volunteer, Independent Contractor in direct service or Board Member file. Should the results be unsatisfactory, DCF Background Screening will provide notification of this and the applicant will be directed to make contact with that department.
5. In accordance with statute all employees, Volunteers, Interns, Independent Contractors in direct service and Board Members will be required to be re-screened every five (5) years.
6. In the event that information is missing from the screening documentation, this will be requested from the individual by the Chief Personnel & Administrative Officer. The individual must supply this information within 30 days from the date of the request or the individual will be subject to automatic disqualification and/or termination from employment or engagement.



BY DIRECTION OF THE CHIEF EXECUTIVE
OFFICER:

A handwritten signature in black ink, appearing to read "Patricia Nellius-Guthrie".

DR. PATRICIA NELLIUS-GUTHRIE
Chief Executive Officer
Brevard Family Partnership, Inc.

APPROVAL DATE: _____

4/2/11