



Series: HR- Recruitment **COA:** HR 3.03
CFOP: 65.13
Procedure Name: Background Screenings
Procedure Number: HR - 2209
Revision #/Date: (2) 02/09
Effective Date: 9/04

Applicable to: All CBCB Staff, Board of Directors, Applicants, Volunteers, Interns, Independent Contractors in direct service, and Partner Agency staff

SUBJECT: Background Screenings – Subject to F.S. Chapter 409. 175, F.S. 435.04

PURPOSE: As a part of the background verification process, CBC of Brevard conducts background screenings on all final candidates being considered for employment with the Agency. This also applies to volunteers who will serve in direct service, Independent Contractors and all interns. CBC of Brevard 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. Final candidates for employment, Board of Director members, all Independent Contractors, Interns and Volunteers who will serve in direct service are required to complete a criminal background screening as a condition for acceptance and retention based on specified dates of validation. Independent Contractors as well as members of the Board of Directors also are required to submit to the background screening process.
2. CBC of Brevard conducts legally permissible, appropriate and mandated background screenings which include 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 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 FBI and local law enforcement checks must be acceptable as a condition of continued employment, internship or volunteer role in direct services or to serve as an Independent Contactor. This is documented in formal offer letters, internships or direct service volunteer acceptance letters and in Independent Contractor Agreements or Rate Agreements.
3. Background checks examine whether or not applicants, employees, Board of Directors, Independent Contractors, Interns and Volunteers in direct service 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 in direct care 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, Independent Contractor and Volunteer in direct service 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 in direct service. 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 will coordinate with the insurance broker to determine the additional cost to the company policy of adding this employee to the policy.
7. CBC of Brevard sub-contractors are required to conduct criminal background screenings in accordance with F.S. 435 and their own established policy and procedures.

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 and volunteers in direct service.
2. Every new employee must, before their first day of employment, complete the fingerprint process, be drug screened and have completed the required background authorization forms. Additionally a local criminal records search must be submitted. Information about this process is provided to the new employee after the offer has been extended and accepted. Fingerprints can be done at the main office of CBC of Brevard or at the care center locations during the week.
3. 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. These results are provided to the Chief Personnel & Administrative Officer for review and if satisfactory, these are filed in a separate file for each employee.
4. If the results reveal disqualifying or potentially disqualifying information, the Chief Personnel & Administrative Officer will discuss the findings with the applicant or employee, Independent Contractor, Intern, or Volunteer in direct service. Based on the information provided, DCF background and licensing may be contacted to discuss the results and obtain guidance relating to the details provided.

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5. 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 termination from employment or engagement.

BY DIRECTION OF THE CHIEF EXECUTIVE OFFICER:



DR. PATRICIA NELLIUS-GUTHRIE
Chief Executive Officer
CBC of Brevard, Inc.

APPROVAL DATE: 3/3/09