

Big Bend Community Based Care Policy & Procedure

Series: 1100: Human Resources

Policy Name: Background Screening

Policy Number: 1108

Origination Date: 02/17/2009

Revised: Board Meeting of 12/13/2018

Regulation: 409.165, F.S.
435.04, F.S.

Policy

It is the policy of Big Bend Community Based Care, Inc. (BBCBC), to require all employees to successfully complete criminal history background screenings as a condition of employment and continued employment. Student interns and volunteers of BBCBC are required to complete criminal history background screenings as a condition of utilization within BBCBC.

Procedure

A. [Background Screening — Generally.]

1. Background screening will include, but not be limited to:
 - a. Statewide criminal checks through the Florida Department of Law Enforcement (“FDLE”);
 - b. Federal criminal records checks through the Federal Bureau of Investigation;
 - c. Local criminal records checks through local law enforcement agencies;
 - d. Employment history checks;
 - e. Fingerprinting.
2. Criminal records will not necessarily prevent an applicant from being employed or volunteers and interns from being utilized with BBCBC.
3. The CEO or their designee is responsible to ensure the completion of all background screenings.
4. BBCBC’s subcontractors are required to conduct criminal history background screenings in accordance with Ch. 435, F.S., and their own established policy and procedure.

B. Requirements for BBCBC Screenings.

1. Every employee will provide necessary information to conduct a background screening, drug screening and be fingerprinted within five (5) working days of their date of hire.
 - a. Required documents to fulfill the screening process include:
 - i. Address Verification for Background Check (Local Criminal Check previous in-state criminal check and out-of-state criminal check);
 - ii. BBCBC LiveScan (Fingerprinting process);
 - iii. A Notarized BBCBC Affidavit of Good Moral Character; and

Big Bend Community Based Care Policy & Procedure

iv. Consent for Drug Testing and Background Screening.

2. The CEO or their designee will schedule the employee for fingerprinting with the Live Scan technicians.
 - a. FDLE will conduct a Level II search of its records for each employee and will respond to the BBCBC CEO or their designee.
 - b. The CEO or their designee will inform the employee if screening results have revealed disqualifying information.
 - c. In the event information is missing from the screening documentation, the CEO or their designee will obtain the information from the employee.
 - i. The employee will supply the missing information within thirty (30) days from the date requested or the employee will be subject to automatic disqualification.

C. Local Law Enforcement Checks.

1. Local law enforcement screenings will be conducted for all employees at the onset of their employment.
 - a. BBCBC will conduct the local law enforcement check with the appropriate law enforcement agency of the employee's current county of residence and in the county or counties of prior residence(s).

D. Student Intern and Volunteer Screenings.

1. Student intern and volunteer screening is required for all student interns and volunteers
2. The direct volunteer supervisor in conjunction with HR will ensure student intern/volunteer background screening is completed.

E. Five-Year Re-screens.

1. Re-screens will be completed every five (5) years on employees, student interns and volunteers.
2. Required documents to fulfill the re-screening process include:
 - a. Florida Drug-Free Workplace Chain of Custody form for drug screening;
 - b. Fingerprint screening;
 - c. Request to local law enforcement agencies for Local Law Enforcement Records Check;
 - d. Copy of current drivers' license and Social Security card.

F. Exclusions from Employment or Utilization.

1. If grounds exist for the dismissal of any employee, student intern, or volunteer as a result of a background screening, the CEO or their designee will provide written notification stating the specific record that indicates noncompliance with the statute.
 - a. It will be the responsibility of the employee, student intern, or volunteer to contest their disqualification or to request exemption from disqualification.
2. Employees, student interns or volunteers found to be in noncompliance with the minimum standards for good moral character will be terminated or placed in a position where background screening is not required, unless granted an exemption from disqualification.
3. Any employee or student intern/volunteer required to undergo BBCBC screening requirements and refuses to cooperate or submit information needed to complete the screening will be disqualified from employment or student intern/volunteer utilization within BBCBC.

Big Bend Community Based Care Policy & Procedure

G. Payment for Background Screenings.

1. BBCBC will reimburse appropriate DCF Circuit office for charges related to the background screening and fingerprinting.
2. BBCBC will reimburse appropriate DCF Circuit office for charges related to re-screenings.

H. Renewal of License.

1. BBCBC will submit to DCF a list of employees, student interns and volunteers who have worked or have assisted on a continuous basis at BBCBC when applying for renewal of its license.
2. BBCBC will identify employees, student interns and volunteers for whom a written assurance of compliance was provided by DCF.
3. BBCBC will also identify employees, student interns and volunteers who recently joined BBCBC and have not yet received the results of the required fingerprint check.