



The Center for Family and Child Enrichment
“Cherishing Our Children Since 1977”
Operational Policies and Procedures

Policy #: 3.03

Section: HR 3

Subject: Background Screening

BACKGROUND SCREENING

PURPOSE

To ensure the safety of the community and the clients we serve.

SCOPE

This policy applies to all employees of the Agency.

POLICY

The Center for Family and Child Enrichment, Inc. is dedicated to providing a safe environment for the children and families we serve. Therefore, the following background checks are performed on all employees, and updated routinely, as per those standards outlined in Chapter 435 of the Florida Statutes:

BACKGROUND SCREENING INFORMATION FOR CARETAKER PROGRAMS

What must be included in the background screening?

Screening must include the following:

- **Affidavit of Good Moral Character:** All new personnel must present a completed and notarized this affidavit upon employment with the Center. (The form, available from the Department of children and Families (DCF) District/Region screening office, must be signed and notarized annually).
- **Local Criminal Records:** The law allows for a check of local records with any law enforcement agency. This can be done through the county Sheriff’s Office or municipal police in whose jurisdiction the person being screened lives.
- **Employment History Checks:** These checks must cover a minimum two-year period preceding employment in the screened position. Periods of unemployment must be explained.
- **Level 2 Background Screening:** Employers, as of August 1, 2010, will not be able to employ applicants for these positions of special trust or responsibility until the applicants are cleared by level 2 background screening, the fingerprint-based search of criminal records in Florida and nationally. Persons currently working with vulnerable populations are required to be rescreened 5 years after the initial hire date, according to procedures governed by DJJ and DCF. Additionally, a volunteer who assists on an intermittent basis for less than 10 hours per month does not have to be screened if a person who meets the screening requirement of this section is always present and has the volunteer within his or her line of sight.

Eff: 07/01/04

Rev: 11/30/2017