

Kids Central, Inc. System of Care Policy & Procedure

Series:	Human Resources	
Policy Name:	Background Screening	
Policy Number:	1142	
Origination Date:	10/01/03	Revision Date: 10/10/2010
Authority:	Ch 409.175 Florida Statutes Ch 435.04 Florida Statutes COA Standard 3.03	

Policy

All employees, volunteers, interns and contracted service workers of Kids Central, Inc. (KCI) are required to successfully complete a Level II background screen/criminal history check as a condition of employment and continued employment; screening must be completed before the individual begins work or providing service at Kids Central, Inc. Screening shall include, but not be limited to, statewide criminal checks through the Florida Department of Law Enforcement ("FDLE"), federal criminal records checks through the Federal Bureau of Investigation, local criminal records checks through local law enforcement agencies, employment history and reference checks (See policy , and fingerprinting. Individuals are also required to submit to a drug screen (See Policy #1103).

Background checks examine whether or not employees, volunteers, interns or contracted service workers have been found guilty of, regardless of adjudication, or entered a plea of nolo contendere or guilty to any offense prohibited under any provisions of the Florida Statutes or under any similar statute of another jurisdiction that prohibits the person from working at Kids Central, Inc. The Human Resources Department is responsible to ensure the completion of all background screenings.

Kids Central, Inc. subcontractors are required to conduct criminal history background screenings in accordance with F.S. Chapter 435 and their own established policy and procedure.

Procedure

Requirements for Kids Central Screenings:

1. The Human Resources Department will coordinate the background screening process for employees, volunteers, interns and contracted service workers. Hiring managers who utilize contract services workers must notify human resources so the appropriate background screens can be completed.

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2. Human Resources will schedule the employee for fingerprinting with the Live Scan technicians.
3. FDLE and FBI results are sent to the Department of Children and Families who interprets the results and sends either a Clearance Letter or a Disqualification notice to Kids Central.

NOTE: A student intern/volunteer who assists on an intermittent basis for less than 10 hours per month need not be screened if the student intern/volunteer is under direct and constant supervision by KCI employee(s) who meet the screening requirements.

Local Law Enforcement Checks:

Local law enforcement screenings shall be conducted for all employees prior to the onset of their employment. The check may be required more frequently when a services contract requires it, and, when applicable, for student interns/volunteers regardless of whether or not they are in or are assisting in direct care positions. Human Resources will conduct the local law enforcement check with the appropriate law enforcement agency of the employee's current county of residence as well as for any prior residence(s) during the three years prior to employment.

Five-Year Re-screens

Re-screens will be completed for employees, volunteers, interns and contracted service workers every five years after the initial screen.

Exclusions from Employment or Utilization:

1. When Kids Central, Inc. has reason to believe that grounds exist for the denial or termination of employment of any employee or the discontinuation of service from an intern/volunteer/contracted service worker as a result of a background screening, the Human Resources

Department will notify the individual in writing, stating the specific record that indicates noncompliance with the statute. It will be the responsibility of the individual to contest his/her disqualification or to request an exemption from disqualification.

2. Kids Central will:
 - a. Terminate the employment of any employee or discontinue the utilization of a intern/volunteer/contracted service worker if found to be in noncompliance with the minimum standards for good moral character or;

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- b. If the individual is qualified to apply for an exemption from disqualification (if it has been at least three years from the arrest or conviction) may place the individual on Administrative Leave until the outcome of an exemption from disqualification request is resolved. Both the department Chief and the Chief Executive Officer must approve an Administrative Leave
3. Any employee or intern/volunteer/contracted service who is required to undergo background screening requirements and who refuses to cooperate in such screening or refuses to submit the information necessary to complete the screening, including fingerprints when required, shall be disqualified from employment or service at Kids Central, Inc.

Approved By:

Cynthia A. Schuler, Chief Executive Officer

Date