

EMPLOYMENT SECURITY CHECK REGULATION PROCEDURES:

- A. Human Resources will coordinate all employee and volunteer security background checks and screening activities, with the exception of those required for the New College of Florida Police Department (see Section J below).
- B. When any hiring department/organization submits a Position Vacancy Announcement (PVA) to Human Resources, the PVA will specify whether a driver's license/records check is to be completed in addition to name, address, and social security number verification and potential criminal history check.
- C. All advertisements for positions will inform applicants of the security background checks required. The requirement to undergo a security background check will be contained in the official position description.
- D. Associated costs for any security background checks or additional screenings will be incurred by the hiring department/organization.
- E. Post offer, pre-employment employees will sign a release form which allows Human Resources to conduct a background check and review the results. Employment is contingent upon the results of the background check/screening.
- F. Upon acceptance of OPS employees or volunteers into a program or department, the department utilizing the OPS employee or volunteer will be responsible for notifying Human Resources of any special circumstances pertaining to their duties that require a security background check. See Section (1) (b). The OPS employee or volunteer will be referred to Human Resources to facilitate the appropriate security background check. Each will sign a release form and the security check processing will begin.
- G. It is preferred that an applicant/volunteer not begin employment until security background check/screening results are received, but if an applicant/volunteer must begin working in the position prior to receipt of the results, Human Resources and the hiring authority will inform the applicant/volunteer that continued employment or acceptance is contingent upon the results of the background check/screening.
- H. Human Resources will assist the hiring authority in explaining the ramifications of the results. If the results are of concern, Human Resources will evaluate the information and consult with the hiring authority. If the applicant/volunteer is not to continue employment or volunteering, Human Resources will notify the appropriate department. The hiring authority will inform the applicant/volunteer of the concern and the applicant/volunteer will be given an opportunity to reply. A copy of the screening results will be furnished to the employee/volunteer.
- I. Results of all background checks/screenings will be kept confidential and will be disclosed only to the extent necessary to administer and enforce this regulation, or pursuant to the State's public records law.
- J. Prior to making an offer of employment for positions of special trust involving law enforcement positions, the New College of Florida Police Department will complete and obtain results from background checks/screenings with specific criteria set forth by Criminal Justice Standards and Training Commission (CJSTC) and enforced by Florida Department of Law Enforcement (FDLE) in accordance with Florida Statutes, on

candidates being considered for employment of said department. Records of those results will be kept in the office of the Police Department; all other records will be kept in separate file in Human Resources.

IF YOU HAVE ANY FURTHER QUESTIONS REGARDING THIS REGULATION PLEASE CONTACT KANDI REGAN IN HUMAN RESOURCES AT 2-4417.