

# NWF Health Network Policy & Procedure

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**Series:** 1100: Human Resources

**Policy Name:** Background Screening

**Policy Number:** 1108

**Origination Date:** 02/17/2009

**Revised:** Board Meeting of 12/14/2023

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

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## Policy

It is the policy of NWF Health Network (NWFHN), to require all employees to successfully complete criminal history background screenings as a condition of employment and continued employment. Student interns and volunteers of NWFHN are required to complete criminal history background screenings as a condition of utilization within NWFHN.

## 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 NWFHN.
3. The CEO or their designee is responsible to ensure the completion of all background screenings.
4. NWFHN’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 NWFHN Screenings.

1. Every employee will provide necessary information to conduct a background screening, drug screening and be fingerprinted prior to reporting for their first day of duty..
  - 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. NWFHNFingerprinting process;
    - iii. A notarized NWFHN Affidavit of Good Moral Character; and

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- 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 NWFHN 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 five (5) 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. NWFHN will require the local law enforcement check with the appropriate law enforcement agency of the employee's current county of residence..
- D. Student Intern and Volunteer Screenings.
  - 1. Student intern and volunteer screening is required for all student interns and volunteers
  - 2. Human Resources will ensure student intern/volunteer background screening are completed prior to the first day of service of the interns or volunteer.
- E. Five-Year Re-screens.
  - 1. Re-screens will be completed every five (5) years on employees, student interns and volunteers.
  - 2. The re-screening process will include:
    - a.
      - a. Fingerprint screening;
      - b. Request to local law enforcement agencies for Local Law Enforcement Records Check;
      - c. Copy of current drivers' license .
      - d. Completion of an updated Affidavit of Good Moral Character
- 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.

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3. Any employee or student intern/volunteer required to undergo NWFHN 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 NWFHN.

G. Renewal of License.

1. NWFHN will submit to DCF a list of employees, student interns and volunteers who have worked or have assisted on a continuous basis at NWFHN when applying for renewal of its license.
2. NWFHN will identify employees, student interns and volunteers for whom a written assurance of compliance was provided by DCF.
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