

DRAFT DATE 11/13/12	Florida Gulf Coast University Policy Manual	Policy:
	Title: Policy on Criminal Background Checks	Responsible Executive: Vice President for Administrative Services and Finance Responsible Office: Human Resources

POLICY STATEMENT

The University is committed to the safety, security and health of its students, employees and others, as well as safeguarding the interests of the institution. To that end, the University requires that a Level 2 criminal background check be conducted on all current employees and prospective employees. Criminal background checks will also be conducted on students and volunteers when required by law or if involving a position of special trust, responsibility or requiring access to sensitive information.

REASON FOR POLICY

This policy is created to outline the protocols to be utilized, as well as the responsibilities involved, in conducting criminal background checks. Criminal background checks will be used only for the purpose of verification of the current employee's or prospective employee's criminal history.

DEFINITION OF TERMS (For purposes of this Policy only)

Employee – A person employed by Florida Gulf Coast University in the classification of 1) Faculty, 2) Executive Service, 3) Administrative and

Professional (A&P), 4) Support Personnel (SP), and 5) Other Personal Services (OPS).

Volunteer – A person who, of his or her own free will, provides services to the University without monetary or material compensation for his or her efforts.

Student – A person whose primary purpose is to pursue an education. Graduate Assistants, Teaching Assistants, and Resident Assistants are considered students. A student applying for an employment position that is open to non-students or is considered a position of special trust, responsibility, or working with minors would be required to complete a criminal background check.

Criminal Background Record – Information regarding the criminal history of a person being checked. Notwithstanding, the Administration's criminal background check record will exclude an individual's arrest record and conviction records that have been sealed by court order. In the event arrest record information is provided, it will not be viewed by Administration or relied upon by the University.

Level 1 – Only provides Statewide criminal background information.

Level 2 – With fingerprints (for verification of identity), provides national criminal background information.

Sex Crimes – These offenses, sexual in nature, covered under the following Statutes: Sections 393.135, 394.4593, 916.1075, 985.701 relating to sexual misconduct; Section 794.011, relating to sexual battery; Section 794.05, relating

to unlawful sexual activity with certain minors; Sections 798.02 and 825.1025, relating to lewd and lascivious behavior; Chapter 800, relating to lewdness and indecent exposure; Sections 810.14 and 810.145, relating to voyeurism and video voyeurism, if the offense is a felony; Section 826.04, relating to incest; Section 827.071, relating to sexual performance by a child.

Crimes Against Minors – Those offenses against a person under 18 years of age, covered under the following Statutes: Section 782.07, as it relates to manslaughter of a child; Section 782.09, relating to killing of an unborn quick child by injury to the mother; Section 784.011, relating to assault, if the victim of the offense was a minor; Section 784.03, relating to battery, if the victim of the offense was a minor; Section 787.025, relating to luring or enticing a child; Section 787.04(2), relating to taking, enticing, or removing a child beyond the state limits with criminal intent pending custody proceedings; Section 787.04(3), relating to carrying a child beyond the state lines with criminal intent to avoid producing a child at a custody hearing or delivering the child to the designated person; Section 794.05, relating to unlawful sexual activity with certain minors; Section 826.04, relating to incest; Section 827.03, relating to child abuse, aggravated child abuse, or neglect of a child; Section 827.04, relating to contributing to the delinquency or dependency of a child; Section 827.05, relating to negligent treatment of children; Section 827.071, relating to sexual performance by a child; Chapter 847, to the extent that it involves minors; Chapter 893, relating to drug abuse prevention and control, if any other person involved in the offense was a minor.

PROCEDURES

A. Information Collection, Evaluation and Retention

1. The University Police Department (UPD) will, with a complete set of fingerprints, submit a request for the criminal background record of persons covered under this policy to the Florida Department of Law Enforcement (FDLE). FDLE will, in turn, submit the request to the Federal Bureau of Investigation for national processing. The cost of fingerprinting will be centrally funded by the University.
2. When the criminal background record has been obtained, UPD will determine whether any criminal convictions are indicated.
 - a. Standing alone, a current employee's employment status will be unaffected by a prior criminal conviction. However, any employee who, at the time of application, failed to disclose a prior conviction for a sex crime, or a crime where the victim of the offense was a minor, will be separated from the University. Current employees separated from the University under this policy may grieve such separation under the Collective Bargaining Agreement or FGCU-PR5.020, as applicable.
 - b. Criminal background check records for prospective employees will be verified and evaluated consistent with Section A.4 of this Policy.

3. A criminal background check will be required of OPS employees and volunteers in University-designated positions of special trust, responsibility, or requiring access to sensitive information, and whose duties may include one or more of the following:
 - a. Working with minors or children as defined in the National Protection Act of 1993 as amended, or minors and children, defined as any person under the age of 18, as mandated under Florida Statute Section 827.01;
 - b. Access to cash, credit card numbers and/or demand deposits, as the job requires;
 - c. Access to campus buildings as a result of being assigned building master keys;
 - d. Ability to complete final processing of payroll, investments or purchase orders.

4.
 - a. If a prospective employee or volunteer refuses to undergo all or a portion of the criminal background check process, that person will be ineligible for further consideration for the position or volunteer capacity in which they are interested.

 - b. If a criminal background check of a prospective employee reveals any conviction of a felony or misdemeanor, before making any employment decision, the following factors will be considered:

- i. The nature and gravity of the offense(s) and the circumstances surrounding the offense(s);
 - ii. The time that has passed since the conviction and/or the completion of the sentence;
 - iii. The rehabilitation record and actions and activities of the individual since the conviction, including subsequent work history; and
 - iv. The nature of the job sought and whether the conviction is related to the job in any meaningful way.
 - c. The existence of a conviction does not automatically disqualify an individual from employment. Adverse information triggers a process not a result. Each case will be evaluated on its own merit with respect to the above factors; however, for employment consideration, the individual must have made a truthful and comprehensive disclosure of the conviction. Guilty verdicts, guilty pleas and pleas of nolo contendere (no contest) must be included in the disclosure. Individuals will have an opportunity to present relevant information after the University's receipt of the criminal background check record for consideration in making any employment decision.
5. Cooperation and compliance with this policy by current employees is expected. Consequently, an employee's refusal to comply with all or a portion of the criminal background check process will result in separation from the University.

6. All criminal background check records obtained from FDLE by UPD are controlled by federal laws. As such, these records are confidential and will not be comingled with other public records or maintained in an employee's personnel file. However, information created by the University related to an employee's criminal background information is subject to the Florida Public Records laws.
7. The University will ensure that all criminal background check records are held in compliance with federal and state statutes, such as the Fair Credit Reporting Act, when applicable.
8. Criminal background check records will not be used to discriminate on the basis of race, color, marital status, sex, religion, national origin, disability, age, genetic information, sexual orientation, gender identity or expression, or military status.
9. Effective January 2, 2013, the University will not enter into an employment relationship until the results of the criminal background check have been received.

B. Exemptions

This policy provides exemptions from criminal background checks for individuals who meet the following conditions, unless their job duties require them, by law or internal procedure, to undergo a criminal background check:

- a. Students and volunteers, generally, will not be subject to criminal background checks. A department may designate limited positions as subject to a criminal

background check. Applicants will be notified of the requirement at the time the position is posted.

- b. Short term volunteers who are only on campus for a single special event.
- c. Volunteers who were previously checked within the last six (6) months by the University.

APPLICABILITY AND/OR ACCOUNTABILITY

RELATED INFORMATION

HISTORY New

APPENDICES

APPROVED

President

Date