Santa Fe College
Rules Manual

Title: **Criminal Background Checks** **Rule 3.22**

General Authority: FS 1001.64(46), 1001.65
Law Implemented: FS 768.096

Effective Date: January 21, 2015

Purpose: To provide for criminal background checks for designated employees.

New employees who began work on, or any time following, August 1, 2003, will be fingerprinted for the purpose of conducting criminal background checks.[1] This applies to the following positions: full-time, part-time, volunteers, interns, and other positions of special trust or responsibility or those in sensitive locations as designated by the President. Current employees who have not previously undergone background checks and who work within positions that are designated as having special trust or responsibility or in sensitive locations will also be fingerprinted and criminal background checks will be conducted. Positions of special trust or responsibility or those in sensitive locations include but are not limited to: security employees, child care center employees, employees who handle money as a significant responsibility of their positions, and employees in positions with extensive access to college property and/or hazardous materials. Criminal background checks may be required of employees in any other programs or positions as determined by the President, or designee, for the purpose of increasing safety and security in the work/educational environment.

Information obtained from criminal background checks will be reviewed by the Director, Human Resources, who will work in consultation with the General Counsel and the Vice President responsible for the individual under review in making recommendations to the President regarding employment decisions. Determination of the status of a current employee whose background check discloses a criminal record not formally disclosed on the application of the employee will be made by the President based upon information and research from the Human Resources Office and General Counsel; the issue of integrity in disclosure may be considered as a significant factor despite the nature or lack of severity of the past misconduct that was not disclosed. Employment may be denied to a person because of past misconduct if determined to be in the best interest of the college.

All records related to fingerprinting and criminal background checks will be maintained confidentially in accordance with the law.

[1] Prior to January 21, 2015, this rule did not apply to student employees.

This rule does not preclude the College from conducting additional background or law enforcement checks not specifically referenced herein.

Rule History
January 2015 (410.495)
July 2003 New Rule (410.361)