

**PENSACOLA JUNIOR COLLEGE
POLICIES OF THE
DISTRICT BOARD OF TRUSTEES**

TITLE: Criminal Background Checks/Fingerprinting	NUMBER: 6Hx20-1.036
LEGAL AUTHORITY:	Page 1 of 2
LAW IMPLEMENTED: FS 1001.64 (46), 1001.65, 768.096	

1. Pensacola Junior College, in compliance with the National Child Protection Act (NCPA) and Florida Statutes, as amended, will require all newly hired employees (full-time, part-time, and adjuncts), volunteers, interns and current employees working in select/sensitive positions (each referred to herein as a “Covered Person”), to submit to a criminal background check effective beginning August 1, 2007.
2. Every Covered Person shall be required to sign a waiver allowing the release of state and national criminal history record information to PJC. A complete set of the Covered Person’s fingerprints shall be submitted to the Florida Department of Law Enforcement (FDLE) for state processing.
3. Results of the criminal background checks will be reviewed by the Chief of Police and Director of Human Resources. If the results reveal that any Covered Person has been found guilty of, regardless of adjudication, or entered a plea of nolo contendere or guilty to, any offense prohibited under any of the provisions of Florida Statutes enumerated in F.S. s. 435.03 and s. 435.04, as amended, then the President will determine what actions, if any, will be made regarding that person’s employment, contract, volunteer or intern status. In reaching a determination as to the proper action required, the President may consider factors such as (i) the nature and severity of the offense; (ii) the length of time between occurrence of the offense and discovery of its existence by PJC; (iii) the relationship between the offense and the duties performed by that person for PJC; (iv) the person’s work history and disciplinary record with PJC; and (v) any other factor deemed appropriate by the President under the circumstances involved. The President may take any action deemed by the President to be appropriate, including taking no action, or taking any action up to and including termination of the person’s employment, contract, volunteer or intern status. New employees shall be on a probationary status pending fingerprint processing. Employees whose employment status is adversely affected by a criminal background check shall have the right to an appeal.
4. PJC shall not be required to perform a criminal background check on any former employee (full-time, part-time, or adjunct) who is rehired by PJC, if (i) that person’s prior employment with PJC ended within twelve months prior to the person being rehired; and (ii) the person previously had a criminal background check performed by PJC during the period of such prior employment by PJC.

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5. PJC may waive the required criminal background check for any Covered Person who has had a criminal background check performed by an entity other than PJC within twelve months prior to that person’s employment by PJC, if such Covered Person provides to the PJC Human Resources Department, at the time of being hired, a copy of such previous criminal background check in a form acceptable to PJC.
6. All costs associated with performing the FDLE criminal background checks will be paid by the college.
7. Records related to fingerprinting and criminal background checks will be maintained confidentially in the Department of Human Resources.
8. In addition to screening Covered Persons upon employment and upon initial implementation of this policy, PJC shall be entitled to perform a criminal background check on any Covered Person at any time deemed necessary by PJC.

HISTORY: Adopted 7-17-07	
PRESIDENT’S SIGNATURE:	DATE: