

# INSTRUCTIONS CRIMINAL BACKGROUND CHECKS FOR VOLUNTEER WORKERS

Florida law requires criminal background checks for employees and volunteers who work in "certain selected positions." Central Florida Community College is in full compliance with the statutory requirements; therefore, criminal background checks are **mandatory for all employees and volunteers who work with minor children.** (A minor is defined as someone who is' 17 years old or younger, who is unmarried, and has not been emancipated by order of the court.)

## PROCEDURE

1. **All volunteers** desiring to volunteer their services at CFCC must complete and sign the Volunteer Worker General Release and the Acknowledgement of Criminal Background Check. **The Department Head must forward the completed form to the Human Resources Department.** (Volunteer Worker General Release and the Acknowledgement of Criminal Background Check is available in the Human Resources Department or on-line at HR Forms.)

## Volunteers Working with Minor Children

- 2) **Volunteers who are assigned to work with minors** will be required to submit to a Criminal Background Check (CBC). The Department Head, in whose department the volunteer will work, is responsible for making sure the volunteer undergoes a CBC. Criminal Background Checks are conducted by the Criminal Justice Department in conjunction with the Florida Department of Law Enforcement (FDLE).
- 4) The department head requesting a CBC for a volunteer must complete and sign a FDLE Criminal Background Check Supervisor Request form. (Forms are available under in the Human Resources Department or on-line at Human Resources, HR Forms.)
- 5) As part of the FDLE Criminal Background Check, volunteers will be fingerprinted by the CFCC Criminal Justice Department. The volunteer must take the FDLE Criminal Background Check Supervisor Request form (completed and signed by the department head) to the Criminal Justice Department. Volunteers must call \_\_\_\_\_ to schedule an appointment for fingerprinting. **A copy of the completed Supervisor Request form must be forwarded by the Department Head to the Human Resources Department.**
- 6) The FDLE will notify the Criminal Justice Department regarding the results of the CBC. The Criminal Justice Department will notify the Director of Human Resources. It usually takes on average five (5) business days before the results are returned.
- 7) If for some reason negative results are reported, the Director of Human Resources, the Criminal Justice Department, the Department Head, and in certain situations, executive administration will make a decision as to whether the volunteer's services can still be used. If the volunteer has already started working, a decision will be made regarding whether to retain or terminate the volunteer.

Results of the criminal background check will be kept on file in the Human /Resources Department. Department Heads who are not sure whether a volunteer must submit to a criminal background check should contact the Director of Human Resources.



# Central Florida Community College

DEPARTMENT REQUEST  
FOR  
CRIMINAL BACKGROUND CHECK  
**Volunteers, Full-time, Part-time Employees and Adjunct Faculty**

**Instructions for FDLE Criminal Record Check Request**

Department Heads must complete and sign this form. Please have the individual deliver this form (Department Request Form) to the Criminal Justice Department, Ocala Campus.

- |   |  |
|---|--|
| <input type="checkbox"/> Volunteer          | <input type="checkbox"/> This is a prospective employee/adjunct.                       |
| <input type="checkbox"/> Part-time Employee | <input type="checkbox"/> This person has already been hired or started volunteer work. |
| <input type="checkbox"/> Full-time Employee |  |
| <input type="checkbox"/> Adjunct            |  |

TO: Criminal Justice Department

I am requesting a criminal background check for \_\_\_\_\_  
(Name of Individual)

\_\_\_\_\_  
Social Security No.

\_\_\_\_\_  
Date of Birth

\_\_\_\_\_  
Male or Female

\_\_\_\_\_  
Race

\_\_\_\_\_  
(Department)

\_\_\_\_\_  
(Signature of Department Head)

\_\_\_\_\_  
(Extension)

\_\_\_\_\_  
(Date)