



FLORIDA STATE UNIVERSITY
OFFICE OF HUMAN RESOURCES

An important message from FSU Office of Human Resources

This message has been approved by Amber Pursley, HR Communications Manager, for distribution to all Department Representatives.

Please note the following reminders and FAQs below regarding the criminal history screening process for Summer Camp Candidates and Volunteers:

- In accordance with [Section 409.175, Florida Statutes](#), University departments are required to conduct Level 2 Background Checks (fingerprinting) on all summer camp personnel (i.e., owners, operators, employees, and volunteers) *prior* to employment. This applies to all potential and current personnel (i.e., new candidates for employment, volunteers, and current FSU employees who are being considered for work in your summer camp programs).
- If your department holds a University-sponsored summer camp, please take a moment to familiarize yourself with the pre-employment fingerprinting process for camp candidates and volunteers found in the [Police Background Check Process document](#).
- The [Affidavit of Good Moral Character form](#) must also be completed by each camp candidate/volunteer at the time of initial fingerprint screening and upon rescreening. Completed affidavits must be sent in with the [Police Background Check Request Form](#) for each camp candidate/volunteer to the Employment & Recruitment Services section in the Office of Human Resources via University Dropbox, fax at (850) 644-7033, or campus mail to mail code 2410. (If the affidavit is initially sent via fax or Dropbox, please follow up with the original notarized document via campus mail.) *Failure to receive the completed affidavit along with the request form will hold up the processing of the background check.* **Please Note:** The affidavit must be completed in its entirety (all three pages) by the candidate/volunteer and *notarized in the state of Florida*.
- A separate OPS Express pool specifically for summer camp applicants has been created and posted under Job ID # 38452, Summer Camp OPS Express - 2015. Departments hiring camp personnel must use the specified camp job codes [T017/A017 (Camp Counselor or Assistant—non-exempt) or T027/A027 (Camp Teaching or Coordinator—exempt)] in their job offers. A document outlining the use of the “T” versus “A” Job Code can be found [here](#).
- FSU will be subject to new DCF summer camp screening procedures next year (2016), *which involves a new fee structure*. A separate Listserv is forthcoming with those details so that departments may plan accordingly for next year. Please stay tuned.

Additional reminders regarding fingerprinting at FSUPD:

- Fingerprinting Hours: Tuesday – Friday, 1:00 p.m. – 3:00 p.m. ***Services are provided on a first-come, first-served basis.***

- Because services are provided on a first-come, first-served basis, if at all possible, please do not send large groups at the same time for printing at FSUPD; this will likely result in a much longer wait time for the candidates.
- Individuals MUST provide valid photo identification upon being fingerprinted; ***photocopies will not be accepted.***
- If you need to make a fingerprinting appointment for an out-of-town candidate, please call the FSUPD Records Manager at 644-1610.

We hope to have answered many of the questions you may have about summer camp screening. Please email the Employment & Recruitment Services camp contacts, Jomar Fraser (jafraser@fsu.edu) or April Smatt (asmatt@fsu.edu), with any additional questions.

Summer Camp Screening Frequently Asked Questions (FAQs)

Q. Where is the screening requirement specifically cited in the Florida Statutes?

A. [Section 409.175, Florida Statutes](#), indicates that Camp owners, operators, employees, and volunteers are subject to pre-employment Level 2 background checks (fingerprinting) pursuant to Section 435, Florida Statutes, and designates the Florida Department of Children & Families (DCF) as the regulatory agency/responsible agent for screening.

Q. Is this screening requirement specifically cited in a Florida State University Policy?

A. Yes, please reference [Employee Background Checks, policy 4-OP-C-7-G12](#).

Q. What is the definition of a summer camp?

A. Per Section 409.175, Florida Statutes: “Summer day camp means recreational, educational, and other enrichment programs operated during summer vacations for children who are 5 years of age on or before September 1 and older.” “Summer 24-hour camp means recreational, educational, and other enrichment programs operated on a 24-hour basis during summer vacation for children who are 5 years of age on or before September 1 and older, that are not exclusively educational.”

Note: The age range involved would be children 5 years of age on or before September 1, up to those who have not attained 18 years of age.

Q. To whom does the level 2 summer camp fingerprint screening pertain?

A. It pertains to current employees (faculty, staff, and temporary), potential employees (faculty, staff, and temporary), and volunteers for summer camps. Per Section 409.175, Florida Statutes, “Personnel for the purposes of screening for summer day camps and summer 24-hour camps includes owners, operators, employees, and volunteers working in summer day camps and summer 24-hour camps providing care for children.” (Per Statute, “Volunteers who assist on an intermittent basis for less than 10 hours per month do not need to be screened if a person who meets the screening requirement is always present and has the volunteer in his or her line of sight”; however, Human Resources highly recommends having **all volunteers** who assist with vulnerable populations screened no matter how many hours they volunteer.)

Q. Do screening requirements apply to all employees working in the building?

A. Per DCF, screening requirements apply to all employees who work directly for the summer camp program—those who work directing/supervising children, as well as those with duties in the office during summer camp hours.

Q. How far in advance can my candidates be screened?

A. Per DCF, no earlier than 60 days before beginning employment.

Q. If I intend to reappoint camp workers or volunteers who were cleared through Level 2 summer camp screenings last year, must they be screened again this year?

A. Per DCF, if there has been a break in service of 90 days or more, the candidate must be rescreened.

Q. My department has current employees who we would like to work in our summer camp program as part of their current position. Must they be fingerprinted?

A. Yes. Per DCF, all camp staff (including current employees) must be fingerprinted under DCF's account. **Note:** Current FSU employees who were screened and cleared previously for summer camps will not need to be rescreened for camp purposes until *five years from the date originally screened* under DCF's account, unless they have had a 90-day break in service.

Q. I have current employees who completed the Affidavit of Good Moral Character form last year and haven't had a 90-day break in service since they were last screened for summer camps. Do they have to complete the form again this year?

A. No. If your employees completed the form last year and have not had a 90-day break in service since being screened, then they would not need to complete the form again until they are due for their rescreening.

Q. How long do I have to wait to send my candidate for fingerprinting once I have sent the Police Background Check Request form to HR?

A. In order to avoid candidates being fingerprinted under the wrong account, candidates having to return to be reprinted, or other unnecessary delays, if possible, please wait at least one day after sending HR the request form to send the candidate for fingerprinting. This will allow us time to receive the request form and provide the information/printing instructions to FSUPD.

Q. If I anticipate hiring candidates who are out of town/state/country, how can they be fingerprinted?

A. This process involves extra steps and can take additional time, so if you anticipate that your department will be considering out of town/state/country candidates, don't delay. Please contact HR-Employment **as soon as possible** so that we may work with you to coordinate this process. *(Please ask us about our out of town fingerprint vendor options.)*

Q. If I am considering a candidate for my summer camp who is currently employed by a school district in Florida, is there a way the candidate's fingerprints from the school district can be used for their potential employment or volunteer role with my camp?

A. The FL Statutes speak to certain circumstances for which rescreening exemptions may apply—please contact Employment & Recruitments Services in HR as soon as possible for guidance on the required documentation. **Note:** Even if you intend to hire the same school teachers who worked in your camp last year, new documentation must be provided to HR before they begin work in the summer camp this year.

Q. I am hiring a new employee in the near future who will require pre-employment fingerprinting under the University's general fingerprinting account, but will also be working with our camp program in the summer so will need DCF fingerprinting. Will the candidate need to be fingerprinted twice?

A. Please contact Employment & Recruitments Services regarding this scenario so we can assist you with the options, which may involve consolidated fingerprinting from the onset.

Q. If I have a candidate whose prints have been rejected by the FBI in the past due to the quality of their fingerprints, is there anything we can do this year to help better facilitate the fingerprinting process?

A. Please contact Employment & Recruitment Services as soon as possible so that we may work with the department and FSUPD to accommodate the candidate's fingerprinting the best way possible.

Q. My department runs a University-sponsored camp, and I am being contacted by DCF directly about setting up an account to screen my summer camp candidates. How do I respond to DCF?

A. FSU HR has a centralized account for University-sponsored camps with DCF for the entire University, so please feel free to forward any emails received from DCF to Employment & Recruitment Services, and we will reply accordingly.

Q. I hold a private camp on campus using University facilities, but my camp is not sponsored by FSU. How do these screening guidelines pertain to me?

A. The screening requirements would be the same as outlined above for any summer camp in Florida, but you must apply for your own DCF screening account number. This can take time, so please contact Employment & Recruitment Services, and we can put you in touch with DCF to get the process started as soon as possible.

Q. If I have non-summer camp programs/positions that entail employees and/or volunteers working with vulnerable populations (e.g. minors, disabled, elderly), do I have to conduct Level 2 pre-employment background checks for those individuals?

A. Yes! This falls into the category of "as required by Federal or State law" under the University's Employee Background Checks policy, and Human Resources holds a special account with FDLE under which we can fingerprint individuals being considered for a position working with vulnerable populations. When filling out the Police Background Check Request form, for potential employees check the "National Level 2 (electronic fingerprinting)" box, and for potential volunteers check the "Volunteer (Non-Camp) National Level 2 (electronic fingerprinting)" box. Please refer to the [Police Background Check Process document](#), or contact Employment & Recruitment Services with any questions.

Q. Is there any training offered on the background check process?

A. Yes, we offer a background check training class. This class is highly recommended for department representatives and hiring managers, is offered in person each semester, and can be taken online. Register via *OMNI Self Service* and reference *Criminal History Background Check Process (COCHB1)*.