

**PENSACOLA STATE COLLEGE**  
**MANUAL OF PROCEDURES**

Procedure Title:	Background Check Requirements and Processing	<u>Number</u> 438
Related Policy:	Criminal Background Checks/Fingerprinting - 6Hx20-1.036	<u>Page</u> Page 1 of 2


**I. Purpose**

In accordance with the College policy 6Hx20-1.036, all employees, interns, student workers, and volunteers must complete a Level II background screening on live scan once they have been selected for employment or scheduled for an assignment that grants system access.

**II. Procedure**

- A. The College's live scan equipment to acquire fingerprints for a Level II screening for those individuals in positions approved by FDLE, is located at the Pensacola campus, Public Safety/College Police Department, building 5. Applicants for fingerprinting may go to Public Safety during operational hours, or call the department at 850-484-2500, or campus ext. 2500 for specific times.
- B. All parties who are printed by the College's live scan are required to complete a VECHS Waiver Form, which will be provided by the representative of the Public Safety/College Police Department. Completed VECHS Waiver forms will be maintained with the live scan process and among the documents in the employee's HR record.
- C. The College may also include the process used for acquiring a background check through a third party for all other assignments.
- D. The College shall not be required to perform a criminal background check on any former employee (full-time, part-time, or adjunct) whom the College rehires, if that person's prior employment with the College ended within 12 months prior to the person being rehired or reassigned; and the person previously had a criminal background check performed by the College during the period of such prior employment by the College.
- E. Certain parties may be exempt from completion of the background. The College Administration shall make that determination based on the President's directive and/or approval.
- F. The College may waive the required criminal background check for any Covered Person who has had a criminal background check performed by an entity other than the College within 12 months prior to that person's employment by the College, if such Covered Person provides to the College Human Resources Department, at the time of hire, a copy of such previous criminal background check in a form acceptable to the College.

- G. The employee will pay the cost of the background check via payroll deduction. For those not on payroll, a direct payment will be made to the College's Cashier in the Student Financial Services department. Should a funding source include an employee or volunteer's background check, notification will be made to the applicant for proper processing.

Responsible Official: Director, Human Resources	
President's Signature: 	Date: 11/21/2023