SECTION 1: OVERVIEW OF BACKGROUND INVESTIGATIONS

Administrative Order 26 (AO-26) requires every position be assigned to one of three security levels, based on access to members of at-risk populations. An "at-risk population" is defined in AO-26 as those who cannot defend themselves, and includes children, elderly, disabled (see AO-26 section II.B in Appendix A for examples). The security level assigned to a position will determine which background investigations must be conducted. To complete the criminal background investigation, the search results must be reviewed to determine if the applicant is qualified for the position and can start work/volunteer:

• **High Security Level** (Level I) - Applies to an employee or volunteer who has <u>unsupervised access</u> and/or contact with individuals identified as being a member of the at-risk population.

High Level background investigation checks must include the following searches:

- Brevard County Clerk eFACTS https://vweb1.brevardclerk.us/facts/name_search.cfm
- Fingerprints sent to Florida Department of Law Enforcement and the FBI

Examples of **High Level** positions: Residential Services Worker I, Fire Medic, Recreation Aide and Parks Maintenance Technician.

Moderate Security Level (Level II) – Applies to an employee or volunteer who has <u>supervised</u> access and/or contact with individuals identified as being a member of the at-risk population.

Moderate Level background investigation checks must include the following searches:

- Brevard County Clerk eFACTS https://vweb1.brevardclerk.us/facts/name_search.cfm
- FDLE -https://web.fdle.state.fl.us/search/app/default
- National Sex Offender Public Website http://www.nsopw.gov
- Out-of-State criminal checks based on past 7 years address history or a national background check. Use the Address History Form to obtain address information.

Example of Moderate Level positions: Golf Operation volunteers.

 Low Security Level (Level III) – <u>All other employees or volunteers</u> who do not fit into the High or Moderate security levels.

Low Level background investigation checks must include the following searches:

- Brevard County Clerk eFACTS https://vweb1.brevardclerk.us/facts/name_search.cfm
- Florida Department of Corrections http://www.dc.state.fl.us/AppCommon/
- National Sex Offender Public Website http://www.nsopw.gov
- Out-of-Area criminal checks based on past two (2) years address history. Use the Address History Form to obtain address information.

Examples of Low Level positions: Purchasing Agent, Planner I and Heavy Equipment Operator II. 2 \mid P a g e

BREVARD COUNTY OFFICE OF EMERGENCY MANAGEMENT

VOLUNTEER APPLICATION & AUTHORIZATION TO RELEASE INFORMATION

Applicant's name:		
First	Middle	Last
Include other name(s) by which the	Applicant may be kno	wn:
Applicant's current address (Street, City	y, State, Zip Code):	
Applicant's Date of Birth:		
Brevard County contact person:		
I, the undersigned, authorize and corporation provided a copy (including Application & Authorization to Rele release and disclose to such agency regarding me, including, but not ne verification of education, volunteer expected (if any), and background. I heither in writing, in connection with my a	ase Information by the any and all information any and all information are assarily limited to, not perience, military recommendations and the information are assarily assari	e copy) of this Volunteer e above-stated agency to on or records requested ny employment records, ords, criminal information
Any person, firm, organization, or ca accordance with this authorization is a compliance. Such information will be guidelines.	orporation providing in	formation or records in
Brevard County Office of Emergency M deny any applicant.	anagement, in its' sole	discretion will approve or
Signature of Prospective Volunteer		Date
Parent/Guardian Signature (if under 18)		Date

ADDRESS HISTORY FORM

TO BE COMPLETE NUMBER OF YE	ED BY BREVARD CO	DUNTY REPRESENTATIVE: IISTORY (based on security level)	7 years	Mada and a second
	D BY APPLICANT:	2 years (Low Level)	/ years (i	Moderate Level)
Applicant Name:			Date of Birth:	
Please list the date	s (from/to) and add	dresses of places lived for the number of years indicated above	e, beginning wi	th the MOST recent
1. From:	То:	Street address:		
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2. From:	To:	Street address:		
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9. From:	To:	Street address:		
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10. From:	То:	Street address:		
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