

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 unsupervised access 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 supervised 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)** – All other employees or volunteers 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.

ADDRESS HISTORY FORM

TO BE COMPLETED BY BREVARD COUNTY REPRESENTATIVE:

NUMBER OF YEARS OF ADDRESS HISTORY (based on security level)

2 years (Low Level)

7 years (Moderate Level)

TO BE COMPLETED BY APPLICANT:

Applicant Name:

Date of Birth:

Please list the dates (from/to) and addresses of places lived for the number of years indicated above, beginning with the MOST recent.

1. From: To: Street address:

City: County: State: Zip:

2. From: To: Street address:

City: County: State: Zip:

3. From: To: Street address:

City: County: State: Zip:

4. From: To: Street address:

City: County: State: Zip:

5. From: To: Street address:

City: County: State: Zip:

6. From: To: Street address:

City: County: State: Zip:

7. From: To: Street address:

City: County: State: Zip:

8. From: To: Street address:

City: County: State: Zip:

9. From: To: Street address:

City: County: State: Zip:

10. From: To: Street address:

City: County: State: Zip:

USE ADDITIONAL PAGES AS NECESSARY