

**DEPARTMENT OF JUVENILE JUSTICE  
OFFICE OF THE INSPECTOR GENERAL  
BACKGROUND SCREENING UNIT**

**Annual Affidavit of Compliance with Level 2 Screening Standards**

STATE OF FLORIDA  
COUNTY OF \_\_\_\_\_

I, \_\_\_\_\_, with the \_\_\_\_\_,  
(Facility Representative) (Facility/Program)

a Department of Juvenile Justice or contracted provider employer, hereby affirm, under penalty of perjury, that each employee and volunteer has complied with the Level 2 background screening requirements as stated in Chapters 984 and 985 and Section 435.04, Florida Statutes, as well as the Department's background screening policy, procedures, and rules.

I also affirm the following was completed before the individuals were allowed to have contact with youth or confidential youth records:

- All employees and volunteers in positions of special trust or responsibility were fingerprinted, the Department's Background Screening Unit received the fingerprint results, and an eligible determination was made.
- A staff with hiring authority:
  - Reviewed each applicant's Criminal History Report, considered the number and type of offense, and the time since the last offense.
  - Reviewed the following reports and modules: Central Communication Center(CCC)-Person Involvement Report, Florida Department of Law Enforcement (FDLE) Automated Training Management System (ATMS) Report, the Staff Verification System (SVS) Module, if applicable, and completed any required reviews of personnel records from previous employers. (*Volunteers are exempt from the SVS module check.*)
  - Administered your agency's assessment tool to each new hire and placed the tool and pass rate, score, or measure in the personnel file.

\_\_\_\_\_  
SIGNATURE OF AFFIANT

Sworn to and subscribed before me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

\_\_\_\_\_  
SIGNATURE OF NOTARY PUBLIC, STATE OF FLORIDA

\_\_\_\_\_  
(Print, Type, or Stamp Commissioned Name of Notary Public)

- Affiant personally known to notary  
or  
 Affiant produced Identification  
(Check One)

Type of Identification Produced:

\_\_\_\_\_