



POLICY: Fingerprint Clearance Cards

<i>Original Implementation Date:</i>	1/4/12	<i>Date Reviewed/ Revised:</i>	3/17/21	<i>Area of Responsibility:</i>	Human Resources	<i>Version:</i>	4
--------------------------------------	--------	--------------------------------	---------	--------------------------------	-----------------	-----------------	---

PURPOSE: To establish a uniform policy to ensure that every team member and contractor possess a clear background free from any criminal activity.

POLICY: Both background check and a valid Level 1 Fingerprint Clearance Card (FCC) are required for all team members as a condition of employment. Vendors are required to present valid Level 1 Fingerprint Clearance Card documentation for their team members prior to providing the contracted services.

Fingerprint Clearance Cards:

Initial Requirement: New team members who already possesses a FCC need to provide a copy issued by the Arizona Department of Public Safety (DPS) to Human Resources on, or preferably before their date of hire. Human Resources will notify DPS of the team member’s hire for FCC reasons and will confirm the card’s validation. If the team member cannot provide the appropriate documentation before their date of hire, fingerprinting will be required.

Team members who do not have a valid FCC are required to complete the necessary paperwork and fingerprinting process outlined below within 14 days of their hire date, preferably prior to beginning work. If a new team member has not been fingerprinted by the 15th day from their hire date, then they will be suspended until their fingerprints have been taken.

1. The team member being processed for a FCC will be responsible to pay all of the fees associated with obtaining the fingerprint clearance card. The fees can be deducted from the team member’s paycheck if the team member provides a signed deduction form. The fees for the card will be reimbursed to the team member the pay period following completion of the team member’s one-year anniversary with the organization.
2. Human Resources will coordinate the processing of the completed fingerprint card. A copy of the application will be placed in the team member’s personnel file as proof the new team member has been fingerprinted in accordance with State regulations.
3. DPS will issue the FCC directly to the team member and will need to be provided to Human Resources upon receipt. A copy of the results will be placed in the team member’s personnel file when received from the DPS. The FCC is valid for six (6) years from the date of issue.
 - a. Reprints: If Human Resources is notified by DPS that the fingerprints have been returned unreadable, Human Resources will coordinate the team member’s reprint within 15 days and resubmit the fingerprints to DPS. Additionally, a copy of the reprint fingerprint card and a copy

of the stamped envelope will be placed in a file separate from the personnel file until a copy of the results has been received from the DPS.

4. All required fingerprint cards will be validated on an annual basis.

POLICY: Fingerprint Clearance Cards

b. Denials: DPS will handle all appeals related to a denial of fingerprint clearance card according to A.R.S. 41-619.55. Team members who fail to obtain a valid Level 1 FCC must complete the appeal process. Failure to file an appeal will result in immediate termination.

- i. Direct care team members will be suspended until the affected individual can resolve the matter with DPS. Team members will be reinstated upon obtaining a Level 1 FCC.
- ii. All other team members may continue to work throughout the appeal process until successfully obtaining a Level 1 FCC. If the Level 1 FCC is denied the team member will be terminated.

Ongoing Team member Responsibility:

The team member is responsible for notifying their manager and Human Resources immediately if they are charged with a crime that could suspend or revoke their Level 1 clearance according to A.R.S. 411758.07. If notified by DPS that an team member's FCC has been suspended or revoked, follow the above mentioned process outlined under 3.b. Denials.

FCC Renewal:

Team member are responsible for initiating their renewal with Human Resources one month prior to the expiration of their valid card. Sun Health will cover the expense of renewal applications.

RELATED POLICIES: Team member Screening for Exclusion from Federal Healthcare Programs

