



## FDLE VECHS POLICY GUIDE

The Florida Department of Law Enforcement (FDLE) Volunteer and Employee Criminal History System (VECHS) program is intended for entities designed for and/or provide services specifically focused on the vulnerable population(s). The qualified entity is able to screen employees and/or volunteers providing services as described in the application's summary of services, as well as individuals who have unsupervised access within the entity to the vulnerable population. VECHS is authorized under the National Child Protection Act (NCPA) and is administered under Florida Statute 943.0542.

To be approved as a qualified entity, an applicant:

- Must be an organization, not an individual;
- Must screen current or prospective employees and/or volunteers performing services in Florida;
- Cannot already be required by law to perform state and national criminal history record checks on the same employees or volunteers, for the same purposes, that it is applying for;
- And must offer a program/programs
  - Providing services such as:
    - Care/Treatment
    - Care placement services
    - Education/Training/Instruction
    - Supervision
    - Recreation
  - To one or more of the vulnerable populations:
    - Children
    - The Elderly
    - The Disabled

### **IMPORTANT**

To be approved as a qualified entity, the applying organization, either as a whole or with a specifically defined program, must offer services geared toward members of the vulnerable populations. The VECHS program is not intended for organizations providing services to the general population. The services must be rendered within Florida, with a Florida operating address.

Contracts or other agreements or requirements by other agencies or entities do not guarantee eligibility or approval for the VECHS program. Entities must qualify for VECHS participation through the criteria above by offering services or specific programs for children, the elderly, or the disabled.



## VECHS POLICY GUIDE DEFINITIONS

<b>Qualified Entity</b>	A business or organization, whether public, private, for profit, not-for-profit, or voluntary, that provides care or placement services for children, the elderly, or individuals with disabilities, including a business or organization that licenses or certifies others to provide care or placement services.
<b>Provider (Employee/Volunteer)</b>	<p>"Provider" is an NCPA definition that refers to the person the qualified entity will screen/conduct the criminal history record check on and is defined as:</p> <ul style="list-style-type: none"> <li>• A person who is employed by or volunteers with a qualified entity, or the entity's qualifying program (whichever applies) OR</li> <li>• Owns or operates a qualified entity OR</li> <li>• Has or may have unsupervised access to children, the elderly, or individuals with disabilities</li> </ul> <p>WHO ALSO</p> <ul style="list-style-type: none"> <li>• Seeks to be employed by or volunteer with a qualified entity OR</li> <li>• Seeks to own or operate a qualified entity OR</li> <li>• Seeks to have or may have unsupervised access to children, the elderly, or individuals with disabilities to whom the qualified entity provides care</li> </ul>
<b>Care</b>	<p>The provision of one or more of the following to children, the elderly, or individuals with disabilities:</p> <ul style="list-style-type: none"> <li>• Care</li> <li>• Treatment</li> <li>• Education</li> <li>• Training</li> <li>• Instruction</li> <li>• Supervision or</li> <li>• Recreation</li> </ul>
<b>Child</b>	<p>Any person who:</p> <ul style="list-style-type: none"> <li>• Is unmarried and less than 18 years of age</li> <li>• Has not been emancipated by order of the court</li> </ul>
<b>Elderly Person</b>	Any person who is over 60 years old
<b>Disabled Person</b>	<p>Any person who has a mental or physical impairment who requires assistance to perform one or more daily living tasks, defined as:</p> <ul style="list-style-type: none"> <li>• An activity required on a frequent basis that permits an individual to secure or maintain independence. Such activities include, but are not limited to, personal home care, transportation, personal assistance services, housekeeping, shopping, attending school, communication, and employment.</li> </ul>



**FDLE**  
Florida Department of  
Law Enforcement  
[www.fdle.state.fl.us](http://www.fdle.state.fl.us)

**VECHS**  
Volunteer and Employee  
Criminal History System  
[PublicRecords\\_VECHS@fdle.state.fl.us](mailto:PublicRecords_VECHS@fdle.state.fl.us)  
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## **AUTHORITY**

### **NCPA of 1993**

<https://www.congress.gov/bill/103rd-congress/house-bill/1237/text>

### **Amended by Violent Crime Control and Law Enforcement Act of 1994**

<https://www.congress.gov/bill/103rd-congress/house-bill/3355/text>

### **Volunteers for Children Act**

<https://www.congress.gov/105/plaws/publ251/PLAW-105publ251.pdf>

### **Florida Law**

[http://www.leg.state.fl.us/statutes/index.cfm?App\\_mode=Display\\_Statute&Search\\_String=&URL=0900-0999/0943/Sections/0943.0542.html](http://www.leg.state.fl.us/statutes/index.cfm?App_mode=Display_Statute&Search_String=&URL=0900-0999/0943/Sections/0943.0542.html)

### **FDLE Rule**

<https://www.flrules.org/gateway/RuleNo.asp?title=CRIMINALHISTORYRECORDSDISSEMINATIONPOLICY&ID=11C-6.004>