



STATE OF FLORIDA DEPARTMENT OF JUVENILE JUSTICE

Date
Name
People First ID (if applicable)
Address
City/State/Zip

This is notification that you have been rated Ineligible for employment but do qualify to apply for an exemption. The charge(s) that made you Ineligible are as follows:

| Date | Offense | Arresting Agency |
|-------------|----------------|-------------------------|
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To Applicants Wanting to Request an Exemption:

If the disqualifying offense was a felony, including juvenile charges that would be felonies if committed by an adult if the juvenile charge has not been sealed or expunged, at least three (3) years must have elapsed since you have completed or been lawfully released from confinement, supervision, or sanction for the disqualifying offense.

If the disqualifying offense was a misdemeanor or was a felony when committed, but is now a misdemeanor, you are eligible to apply for an exemption once you have completed all sanctions associated with that offense.

An Exemption from ineligibility may not be granted to any person who is a sexual predator as designated pursuant to s. 775.21, a career offender pursuant to s. 775.261; or a sexual offender pursuant to s. 943.0435, unless the requirement to register as a sexual offender has been removed pursuant to s. 943.04354.

To request an Exemption, you must submit the attached "Request For Exemption From Ineligibility" form and the supporting documentation listed below to the Background Screening Unit (BSU) within **45 calendar days** from the date of this letter.

It is your responsibility to obtain and provide the requested information to the BSU within the allotted time for review by the Agency Head who will either grant or deny the exemption. Submit all of the following, if they apply to your case:

1. In reference to the disqualifying offense(s), you must submit **CERTIFIED arrest reports** and **dispositions** from the Clerk of Court in the city, county, and/or state where you were arrested.

2. If reports no longer exist, you must submit certified statements from the Clerk of the Courts indicating the record(s) are not available or do not exist.
3. You must also write a statement in your own words describing the circumstances that led to the arrest. **Your written statement must be notarized.**
4. If your arrest involved a victim, you must provide a written statement indicating whether there was any harm caused to the victim(s) and the nature of that harm.
5. If you were placed on probation, community control, or parole provide certified documentation of successful completion of probation, community control, or parole.
6. Provide a statement as to whether you have been involved in any other criminal offenses either before or after you were arrested for the ineligible offense.
7. Provide a statement explaining your personal history since the arrest. This should include items such as work, education, civic involvement, etc., and any other information you wish to provide to indicate that you will not present a danger to the safety or well being of youth.
8. Provide a statement explaining what you believe you have to offer youth and why you want to work with the Department of Juvenile Justice or a provider facility.
9. Provide three (3) letters of support/recommendation from others indicating that you are of good moral character and why they think you should work for the Department of Juvenile Justice.
10. Once all documents are received by the BSU, they will be forwarded to the Agency Clerk within **10** calendar days.

(You cannot re-argue the facts of the case or challenge the courts disposition during this process.)

Exemptions will be granted if you demonstrate by clear and convincing evidence that you should not be disqualified from employment or that the record used to make you ineligible does not apply to you.

Fax or mail your Exemption request and all documentation to:

Department of Juvenile Justice
Inspector General's Office
2737 Centerview Drive, Suite 3400
Tallahassee, FL 32399-3100
Attention: BSU
Fax Number: (850) 921-6348