



Background/Fingerprint Checks Policy

Reaching Out to Community and Kids(ROCK) is committed to the protection of all persons associated with ROCK including members, staff, volunteers and guests. As required - ROCK shall conduct criminal background checks of all employees and volunteers who have direct repetitive contact with children participating in our programs. ROCK will carry out this requirement in a fair, consistent and non-discriminatory manner, complying with all applicable state and federal laws and guidelines, including the Fair Credit Reporting Act and the Equal Employment Opportunities Commission.

ROCK utilizes a name-based or a fingerprint based system to obtain data for individual background checks, but at a minimum each individual background check shall include: (a) verification of the individual's identity and legal aliases, (b) a national search of sex offender registries and (c) a national search of criminal records. Background checks shall be conducted prior to employment or volunteer service and renewed every 3 years. Other data also may be obtained based on individual employee or volunteer duties or responsibilities.

Background check findings shall be reviewed in a fair, impartial and confidential manner. Because ROCK's priority is the safety of the members, staff volunteers and guests, certain actions and convictions for certain crimes serve to automatically disqualify applicants for employment or volunteer service at ROCK in any position that involves working with children. A person will be ineligible for employment or volunteer service if the person:

- Refuses to consent to a criminal background check
- Makes a false statement in connection with such background check
- Is registered, or required to be registered on any sex offender registry
- Has been convicted of any child abuse, or child related charges.

- Or has been convicted within the past seven years of a misdemeanor felony involving. Including but not limited to:
 - Physical assault or battery
 - Drugs or a controlled substance
 - Cruelty to animals

With respect to convictions for crimes not listed above, any applicant with such a conviction shall be evaluated on an individual basis to determine whether they should be excluded from consideration based on the conviction. In so doing, ROCK shall consider the following factors:

- The nature or gravity of the offense
- The time that has passed since the offense or completion of the sentence
- The nature of the job sought or held
- The facts and circumstances surrounding the offense or conduct
- The number of offenses for which the individual was convicted
- The age of the individual at the time of the conviction or release
- Evidence that the individual performed the same type of work, post-conviction, with the same or different employer with no known incidents of criminal conduct
- The length and consistency of employment history before and after the offense or conduct
- Rehabilitation efforts, e.g. education or training
- Employment or character references and any other information regarding fitness for the particular position
- Whether the individual is bonded under a federal, state, or local bonding program

ROCK shall alert the applicant of the possibility of his or her exclusion due to past criminal conduct and provide the applicant an opportunity to submit an explanation. All personal data, background check data and adverse action letters shall be treated as confidential and maintained in a secure location.

Adopted by Reaching Out to Community and Kids (ROCK) Board of Directors on September 10, 2015

New Employee/Volunteer

Print Name:

DOB:

Signature:

Date: