

Volunteer Screening and Criminal Background Checks

Policy 1513

Revised: January 31, 2021

Purpose

BRPC wants to ensure the safety of vulnerable clients (e.g., children, elderly) and to preserve its public trust and reputation. It reserves the right to perform background checks on any **Team Member** who holds such positions of trust or where it is required by law.

When to Conduct Background Checks

- Criminal history record checks will be conducted for all applicants for positions that require substantial direct contact with individuals considered vulnerable by **BRPC** and where required to comply with laws and regulations.
- Criminal history record checks may be conducted for roles that involve substantial public representation of **BRPC** or trust with financial and personal data.

Consequences

- Individuals are permanently disqualified from holding positions that require substantial contact with any vulnerable individuals if they have a history of any violent or sexually exploitive behavior.
- Individuals are permanently disqualified from holding positions that require substantial contact with children if their criminal records include any of the following: history of sexual abuse of children; conviction for any crime in which children were involved.
- Other than stated above, a conviction for a criminal offense will not automatically disqualify an applicant for a position with **BRPC**. Applicants' criminal history records will be evaluated in the context of the specific position for which the application is submitted.

Procedures

- If requested, applicants for employment or volunteer service with **BRPC** must sign an **Authorization Statement** permitting **BRPC** to initiate criminal history record checks required by this policy. If we take adverse action on the basis, in whole or in part, of information in that report, they will be provided beforehand a copy of that report, the name, address, and telephone number of the consumer reporting agency, and a summary of their rights under the FCRA.

*BRPC will obtain record checks from _____ . _____ can be contacted by mail at _____ ;
phone at _____ ; or by website at _____ .*

Forms

- Authorization to Conduct Criminal Background Check
- Authorization to Conduct Credit and Employment History Check