

IMPLEMENTATION OF BACKGROUND SCREENING POLICY

1. The Board of Directors will appoint one person to enroll SLOC as a member with Choice Point Volunteer Select Plus Services (www.volunteersselectplus.com) and to maintain membership and enrollment in order for the organization to perform criminal background screenings.
2. All key persons identified in the policy will be given an Authorization and Consent for a Background Check to initiate the screening process.
3. SLOC MT will absorb the cost of performing each background screening check which may consist of a basic search that will access the National Criminal File and the sexual offender registry. [These checks often do not include county court records or the department of motor vehicles databases, but more expansive searches are available and correlating fee schedules are outlined by Volunteer Select Plus. Most basic screenings are billed at an average of \$6.89 per person.]
4. Results will be sent to the one single point person designated to coordinate the background screening process, and those results will be kept confidential in a locked file. By law, results must be kept indefinitely. The consent forms should be redacted so that only the last 4 numbers of a person's social security number remain prior to being placed in the confidential locked file.
5. If a screening result is positive for criminal activity, there will be a case by case discussion by the Board of Directors as to what action should be taken. According to Article 23 of the New York State Corrections Law, individuals have the right not to be discriminated against if the past transgression does not pose harm or risk to the position being sought after or currently held. The Board of Directors should consider when the crime occurred, if there was a pattern of offense, whether or not the crime involved violence, and the extent to which it involved minors. The Board should take into consideration whether or not a person with a criminal history positive for theft is likely to work with money, if a person who has traffic violations is operating company vehicles, etc. It will be the position of the Board of Directors that any individual who has been identified as a registered sexual offender of any level be immediately removed from consideration of any and all volunteer or paid company positions.
6. Article 23 of the NYS Corrections Law will be posted in at least two (2) prominent areas which are accessible to all involved in SLOC performances.
7. Emphasize that the safety of all individuals involved at SLOC is paramount – especially the safety and well-being of our youth. The implementation of this policy also serves as due diligence in the event of a law suit or claim, and will be important to reference during any risk assessments authorized by cooperating insurance companies.