

BACKGROUND CHECK POLICY AND PROCESS

For Volunteers, Employees and Independent Contractors

- Rationale** The Colts Organization relies on volunteers, employees, and independent contractors to support its educational programs. With our need to protect our students, the Colts will complete criminal background checks on these individuals.
- Policy** Each volunteer, employee, and independent contractor who will have regular, direct contact for more than one consecutive 24-hour period, or who intends to sleep in the same general area as the corps membership, and all members of the Colts Board of Directors or any affiliate Boards, shall be subject to a background investigation annually.
- Implementation** Colts shall use an independent entity to process the investigation.
- To protect the confidentiality of the volunteer, employees or independent contractor, the information gathered shall be sent to the Executive Director, or reviewed online at [OneSource.com](https://www.onesource.com).
- The Executive Director shall have all rights to reject, allow or limit a volunteer, employee or independent contractor's participation with the Colts organization based on the information obtained from the background investigation.
- A volunteer, employee or independent contractor who has had their participation rejected or limited by the Executive Director may appeal the decision to the Board of Directors. As part of the appeal, both parties will be allowed to present their case at the next regularly scheduled meeting of the Board.
- The Colts organization recognizes that, at times, the screening process cannot be completed before the volunteer, employee or independent contractor is needed. In such cases the screening will still occur and the volunteer, employee or independent contractor will be allowed to participate at the discretion of the Executive Director as described above.
- The Colts Organization will encourage all individuals who might be willing to volunteer or contract for a 24-hour period or more to complete the background check form in advance of their volunteerism or work.

Individuals who volunteer or work on an annual basis shall be subject to a background investigation annually.

The Colts organization will keep the background information on file for at least 2 years.

Costs associated with the background check will be borne by the Colts Youth Organization.

**Adverse Action
Criteria**

Subject to extenuating or mitigating circumstances and a majority vote of the Board of Directors:

A felony conviction of any violent crime, or a misdemeanor conviction for a violent crime within the past 10 years will disqualify an applicant.

Felony or misdemeanor convictions of any sex-based crime will disqualify an applicant.

Felony conviction of any non-violent crime within the past 10 years will generally disqualify an applicant.

Misdemeanor conviction of a non-violent crime within the past 5 years will generally disqualify an applicant.

The Executive Director on a case-by-case basis shall evaluate any reported convictions that fall outside the scope of the categories identified above.