



## **CRIMINAL RECORD CHECK POLICY with PROCEDURES**

The College Access Corps AmeriCorps program requires that participating member must not have a sexual offense or murder conviction to be eligible to serve in the College Access Corps program. Other offenses may also prohibit participation, but will be determined on a case by case basis in consultation with their Supervisor.

Supervisors and staff are also required to pass criminal record checks.

Therefore, the College Access Corps program will initiate a criminal record check on all prospective AmeriCorps members prior to their start of their term of service as well as Supervisors and program staff. Criminal record checks for prospective members will include the following:

- 1) National Sex Offender Public Website Check
- 2) State of Residence Repository and State of Service Repository Check(s)
- 3) FBI Fingerprint Check

Criminal record checks for Supervisors and program staff will include the following:

- 1) National Sex Offender Public Website Check
- 2) State of Residence Repository and State of Service Repository Check(s)

Results are confidential, but may be shared with Supervisors if necessary. The member, Supervisor, and staff member are entitled to receive and review the information obtained, upon written request. If an individual is found to have an offense that potentially excludes them from serving/working with the program, the individual will have 10 business days from being notified to review and challenge the factual accuracy of the result before action is taken to exclude the individual from the position. Challenges can be directed to their Supervisor (for Members) or program director (for Supervisors or program staff).

### Requirements for Member Applicants

1. Member applicants sign and submit the Criminal Record Check Authorization Form.
2. NSOPW must be completed, reviewed, and cleared prior to Enrollment
3. State Repository Checks must be ordered prior to Enrollment (Accompaniment Form must be signed by Member applicant and Supervisor prior to beginning their service near vulnerable populations.)
4. FBI Fingerprint Check is considered initiated on the date Member applicant signs Criminal Record Check Authorization form (Accompaniment Form must be signed by Member applicant and Supervisor prior to beginning their service near vulnerable populations.)

### Requirements for Supervisors/Staff

1. Supervisors and program staff sign and submit the Criminal Record Check Authorization Form.



2. NSOPW must be completed, reviewed, and cleared prior to Member Enrollment Date (for Supervisors) or start date for working with the program (for program staff).
3. State Repository Checks must be ordered prior to Member Enrollment Date (for Supervisors) or start date for working with the program (for program staff).

## PROCEDURE

**MEMBERS:** Signed Criminal Record Check Authorization Form are submitted as part of the ENROLLMENT PACKET. Upon receipt, Campus Compact staff order the NSOPW and State Repository checks. Upon receipt of the report results, Campus Compact staff review reports, check for clearance, initials, and dates each report. If more than the Member applicant shows up on either of these reports, Campus Compact staff must review each name and make a note as to why that person is not the Member applicant.

The Member applicants schedule their FBI Fieldprint Fingerprint Checks. Campus Compact staff send Accompaniment Forms to Member applicants and Supervisors if the Member applicants are not, or are possibly not, going to be cleared prior to their Enrollment/Start date.

Member applicants may not be enrolled prior to the receipt, review, and clearance of the NSOPW and the ordering of the State Repository Check(s) and initiation of the FBI Fingerprint check.

**SUPERVISORS/STAFF:** Prior to the Enrollment Date of Member (for Supervisors) or employment with the program (for program staff), Campus Compact staff send the Criminal Record Check Authorization Form to the Supervisors and staff for completion. Upon receipt of the signed Authorization Form, Campus Compact staff order the NSOPW and State Repository checks. Upon receipt of the report results, Campus Compact staff review reports, check for clearance, initials, and dates each report. If more than the Supervisor/staff member shows up on either of these reports, Campus Compact staff must review each name and make a note as to why that person is not the Supervisor/staff member. Once these checks are cleared, the supervisors and the staff member can begin working with the program.