

**AmeriCorps Member Background Check Policy**  
**Scott County AmeriCorps**  
**Adopted: 2006**  
**Revised: 2007**

AmeriCorps Members who are seeking enrollment into the Scott County AmeriCorps program, and AmeriCorps Staff, must adhere to the guidelines of the Criminal Background Check.

*AmeriCorps Member* means an individual:

- 1) Who is enrolled in an approved national service position (i.e. AmeriCorps)
- 2) Who is a U.S. citizen, U.S. national or lawful permanent resident alien of the United States
- 3) Who is at least eighteen (18) years of age at the commencement service

*Staff* means an individual:

- 1) Or individuals who are paid through AmeriCorps State grant funds.

*Consecutive Term of Service* means:

- 1) That there are no intervening breaks in service of more than thirty (30) days in which the applicant did not serve within the same AmeriCorps State program.

**MANDATORY:**

*The Scott County Partnership, the host organization, shall conduct a State criminal registry background check for Indiana and if necessary the state in which the applicant is residing at the time of application for all applicants applying for a position as an AmeriCorps State member or employee funded by the AmeriCorps State grant. The Scott County Partnership shall also conduct a State criminal registry background check on all **staff** who **are involved with the AmeriCorps program**. Criminal history background checks will also be conducted for staff in the state in which the staff member is residing. The Scott County Partnership **may not at anytime** require that AmeriCorps program applicants or staff obtain and/or pay for a State criminal registry check as a condition of service or employment.*

*The Scott County Partnership shall conduct a Department of Justice National Sex Offender Public Registry check at <http://www.nsopr.gov> on all applicants applying for a position as an AmeriCorps state member or employee of the program.*

## **SELECTION CRITERIA:**

- 1) Anyone appearing on the NSOPR is automatically disqualified from serving with or being employed by the AmeriCorps State program.
- 2) An applicant that refuses to consent to the State criminal registry check, or who makes a false statement in connection with the inquiry concerning the individual's criminal history, may not serve with or be employed by the AmeriCorps State program.

The following criteria will be considered when conducting background check results:

- 1) Sexual abuse of a minor
- 2) Incest
- 3) First or Second Degree Murder
- 4) Kidnapping
- 5) Arson
- 6) Sexual Assault
- 7) Sexual exploitation of a minor
- 8) Felony offenses including contributing to the delinquency of a minor
- 9) Felony offenses involving sale, distributing, or transportation of, offer to sell, transport or distribute, or conspiracy to sell transport or distribute marijuana, dangerous or narcotic drugs
- 10) Felony offense involving the possession or use of marijuana and dangerous drugs
- 11) Burglary in the first, second or third degree
- 12) Aggravated or armed robbery
- 13) Robbery
- 14) Child Abuse
- 15) Sexual conduct with a minor
- 16) Molestation of a child
- 17) Voluntary manslaughter
- 18) Assault or aggravated assault
- 19) Homicide
- 20) Trafficking controlled substances
- 21) Rape, criminal sexual penetration, criminal sexual contact, incest, indecent exposure or other related sexual offenses

If any AmeriCorps applicant or staff member with the Scott County AmeriCorps Program has been convicted of any of the above said crimes, the Scott County Partnership **has the right to deny membership and will deny membership** in the AmeriCorps program or involvement with the AmeriCorps program.

Criminal history background check results for member participation in the AmeriCorps Program are at the discretion of the Scott County Partnership.

## **DOCUMENTATION:**

The Scott County Partnership shall maintain background check documentation for both members and staff in a secure location only accessible by individuals who have an official need to review the information to interpret the results. The persons eligible to review the results are the agency Executive Director, the AmeriCorps Program Director and the AmeriCorps Program Coordinator. This documentation shall demonstrate that in selecting an individual, the Scott County Partnership reviewed and considered the background check's results. Any AmeriCorps member or staff associated with AmeriCorps may view the results *of their* criminal history background check at any time.

## **PROCEDURES:**

- 1) The Program Coordinator and/or Program Director shall conduct and review the results of the National Service Criminal History Check after the applicant or staff member has applied to the AmeriCorps program, but prior to setting up an initial interview with the member or staff member.
- 2) AmeriCorps program member applicants and staff applicants have the right to contest and correct any information on their criminal background check that is inaccurate.
- 3) Member applicants and staff applicants of the Scott County AmeriCorps program may be permitted to start service prior to review of the State background check results as long as he/she is serving under the supervision of the site supervisor or program director. He/she will not be permitted to have access to vulnerable populations i.e. children, elderly adults or persons with disabilities, without being accompanied by an authorized supervisor. For AmeriCorps members, this would be the site supervisor and for AmeriCorps staff members, this would be the Program Director. All supervisors must be previously cleared for such access before involvement in the Scott County AmeriCorps program.
- 4) The Scott County AmeriCorps program has the following procedures to conduct the required National Service Criminal Background History Check:
  - a) Verification of the applicant's identity by examining and obtaining a copy of a government-issued photo identification card.
  - b) Prior written authorization by the applicant authorizing the Scott County AmeriCorps program to conduct a State Criminal History Check, as well as authorization to share the results of that check within the Scott County AmeriCorps program, as appropriate. The Scott County AmeriCorps Program application will have a disclaimer on the application for applicants to sign, giving the program authorization to conduct the background check and share the results with the appropriate program staff.
  - c) The Scott County AmeriCorps application will have a disclaimer for applicants to sign stating that the applicant understands selection in the program is contingent upon the organization's review of the background check results.

- d) Results of all AmeriCorps background checks will be kept in a secure location only accessible to the Executive Director, Program Director, and Program Coordinator. These results will not be kept in member files.