

Background Check Policy  
(Initial & Ongoing)

General Policy Information:

The following background checks are required prior to employment with the agency, and in some circumstances on-going as needed per funders and grants. Should a background check come back with findings the Program Manager, Human Resource Manager, and the President/CEO or their designee will meet with the prospective/current employee to get further information, determine if patterns of criminal activities are present, and to evaluate any positive steps that have been made to assure the safety and security of clients and staff. The ultimate decision to hire/keep an employee will be at the sole discretion of the agency President/CEO and the Board of Directors.

Administration

Local  
DCS  
BMV  
E-verify  
Sex Offender

Healthy Families

Local  
DCS  
National Fingerprinting  
Sex Offender  
E-verify  
BMV

CASA

Local  
BMV  
Lexis Nexis  
Sex Offender  
E-verify

Risk Management

Local  
National Fingerprinting  
Sex Offender  
DCS  
E-verify  
BMV

Tot Shop

Local  
DCS  
National Fingerprinting  
Sex Offender  
E-verify  
BMV

Clinical Services

Local  
BMV  
DCS  
National Fingerprinting  
Sex Offender  
E-verify