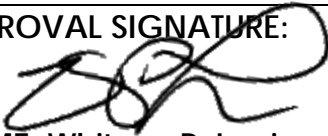


ROWLETT CITIZEN CORPS COUNCIL ORGANIZATIONAL POLICY

TITLE: Criminal Background Checks

APPROVAL SIGNATURE:



NAME: Whitney P. Laning

TITLE: RCCC President

DATE: 09/05/2014

POLICY NO.: 14-129

PROGRAM : RCCC

SECTION: Administration

PAGES: 1

1 Authority and Background Intent

The Bylaws of the Rowlett Citizen Corps Council (RCCC) provides for the completion of an initial background check as a condition of membership with an Affiliated Program. However, no mechanism is in place for ongoing checks to ensure the integrity of the RCCC membership. In compliance with the RCCC Bylaws, all potential members must complete a positive background check as a condition of membership.

2 Criteria for Rejection or Termination of Membership

- 2.1 Felony conviction of any type
- 2.2 Misdemeanor conviction
 - 2.2.1 Class A/B if involving: family/domestic violence; aggravated assault; theft.
 - 2.2.2 Misdemeanor convictions within 5 years (including Class C other than traffic) are subject to additional review by the RCCC President & Program Director.
- 2.3 Inclusion in the Sex Offender Registry
- 2.4 In all cases, the member must qualify to be a City of Rowlett volunteer under the standards set forth by the City of Rowlett, or their home program sponsoring municipality.

3 Initial Check

- 3.1 As soon as practically possible, and before equipment, ID Cards, activation procedures are issues, the initial background check should be completed using the approved process.
- 3.2 Date of completion should be tracked in the membership database

4 Periodic Checks

- 4.1 All active members are subject to ongoing criminal background checks once every four (4) years.
- 4.2 Any member, at the discretion of the RCCC President and Program Director can be checked sooner.
- 4.3 Explorer Post members should be checked within 6 months of their 18th birthday prior to joining an Adult CERT program.
- 4.4 Date of completion should be tracked in the membership database.
- 4.5 Recommendations resulting from a periodic check of an active member may be appealed to the RCCC Board of Directors for further consideration following the bylaws grievance procedure.

5 Review Process

- 5.1 The RCCC President shall serve as the point of contact for all background checks, unless otherwise appointed by the RCCC Board of Directors.
- 5.2 Background check forms containing social security numbers shall be destroyed immediately after a completed check. In any case, social security numbers shall not be retained in any RCCC database.
- 5.3 A new, signed, and updated form is required for every background check.
- 5.4 All background check information is highly confidential and subject to privacy policy.
- 5.5 Refusal to complete a background check is grounds for immediate dismissal as determined by the Program Director in consultation with the RCCC President.