

CRIMINAL BACKGROUND CHECK POLICY

POLICY

In order to perform our due diligence in protecting the well being and safety of the children, youth, and special education adults we serve, Bannockburn Baptist Church performs criminal background checks on all employees, volunteers and interns. The church deems it necessary and advisable as a matter of policy to reserve the right to disqualify and prohibit persons from serving as an employee or volunteer who have been arrested for, convicted of, been on probation for, or received deferred adjudication for any disqualifying offense. Criminal Background Checks will be conducted on all employees and volunteers and will be repeated every three years or as often as deemed necessary by the church.

The right to disqualify based upon a prior history of criminal conduct involving moral turpitude applies to any such criminal conduct regardless of whether (a) the criminal charges were subsequently dropped and the applicant was never prosecuted for the crime charged, or (b) the criminal charges resulted in a non-conviction such as probation, or (c) the criminal conviction was subsequently expunged from the applicants record as the result of appropriate legal proceedings.

GUIDELINES FOR DETERMINING DISQUALIFICATION

The following are grounds for disqualification regardless of any extenuating circumstances:

- (a) Crimes against the family, sex related offenses, child related offenses, murder, felony theft/robbery/burglary offenses, fraud related offenses and crimes against persons and property.
- (b) A felony or misdemeanor classified as an offense against public order or indecency.
- (c) A felony violation of any law intended to control the possession or distribution of any substances included as a controlled substance in the Texas Controlled Substances Act.
- (d) All other offenses, not otherwise described above, may result in disqualification at the discretion of an agent of the church.

PROCEDURES

In order to screen prospective employees and volunteers, Bannockburn Baptist Church adopts the following procedure:

- (a) Application: Each employee or volunteer is required to fill out an application.
- (b) References: On the application, each employee is required to provide three references.
- (c) Personal Interview: Each prospective volunteer or employee will undergo a brief interview with the appropriate church staff or director.
- (d) Criminal Background Checks: Each prospective employee or volunteer will give written consent for a criminal background check, conducted by the company or agency Bannockburn Baptist Church selects. The form of authorization will be that prescribed by the company or agency selected. The church will employ no employee or volunteer without this authorization..
- (e) Grievance Process: If a person is disqualified from employment or placement with Bannockburn Baptist Church based upon information received, and, if upon reviewing that information the person feels that the information is wrong or it is not his or her record, the person may request a fingerprint check from DPS as a method of positive identification unless the person can prove by other means that he or she is not the person indicated on the criminal record. An individual may view the disputed criminal history transcript, but may not have a copy of it.

