

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, The Chaplaincy Endorsement Commission performs criminal background checks on all candidates. The Chaplaincy Endorsement Commission deems it necessary and advisable as a matter of policy to reserve the right to disqualify and prohibit persons from serving as an Chaplain 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 Chaplain applicants and will be repeated every three years or as often as deemed necessary by the Chaplaincy Endorsement Commission.

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 offenses 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 Resident State Controlled Substances Act.
- (d) All other offenses, not otherwise described above, may result in disqualification at the discretion of an agent of the Chaplaincy Endorsement Commission.

PROCEDURES

In order to screen prospective Chaplain applicants, The Chaplaincy Endorsement Commission adopts the following procedure:

- (a) Application: Each Chaplain applicant is required to fill out an application.
- (b) References: On the application, each Chaplain applicant is required to Provide 7 references.
- (b) Personal Interview: Each prospective Chaplain applicant will undergo a brief interview with the appropriate representative of the Commission.
- (c) Criminal Background Checks: Each prospective Chaplain applicant will give written consent for a criminal background check, conducted by the company or agency the Chaplaincy Endorsement Commission selects. The form of authorization will be that prescribed by the company or agency selected. The Chaplaincy Endorsement Commission will assign no employee or volunteer without this authorization. Upon receiving the requested information and performing the actual background checks, the Chaplaincy Endorsement Commission will destroy personal information within 10 working days for the privacy protection of the employee or volunteer.
- (d) Grievance Process: If a person is disqualified from placement with the Chaplaincy Endorsement Commission 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.

BACKGROUND CHECK AUTHORIZATION

I hereby give permission for the Chaplaincy Endorsement Commission to obtain information relating to my Criminal History Record. The Criminal History Record, as received from the reporting agencies, may include arrest and conviction data, as well as plea bargains and deferred adjunction. I also acknowledge that the Chaplaincy Endorsement Commission may obtain background checks related to the National Sex Offender Registry, my previous work history, and my educational background and certificates as they deem necessary. I understand that this information will be used, in part, to determine my eligibility for an assignment with this organization. I also understand that as long as I remain assigned, the Criminal History Record check may be repeated at any time. I understand that I will have an opportunity to review my Criminal History Record if requested and a procedure is available for clarification, if I dispute the record as received. I acknowledge that I may not receive a copy of the report according to Chaplaincy Endorsement Commission policy.

I, the undersigned, do, for myself, my heirs, executors and administrators, hereby remise, release and forever discharge and agree to indemnify Background Answers, Inc., Church Resource Consultants and the Chaplaincy Endorsement Commission, and each of their officers, directors, employees and agents harmless from and against any and all causes of actions, suits, liabilities, costs, debts and sums of money, claims and demands whatsoever, and any and all related attorney's fees, court costs, and other expenses resulting with my application to gain endorsement to become a chaplain.

Applicant's Full Name (print legibly): _____
(first) (middle) (last)

Social Security Number: _____ Date of Birth: _____
(dd/mm/year)

State Driver's License # or Identification Card #: _____

Current Street Address: _____

City: _____ State & Zip: _____ - _____

Phone Number: (home) _____ (cell) _____

Signature (must be signed by applicant) Date: _____