Background Check Policy & Process

Rev. 5-15-2018

The Crossmen organization relies on volunteers, employees, and independent contractors to support its educational programs. With the need to protect our members, the Crossmen will complete criminal background checks. Therefore, we establish the following policy and process for the screening of our volunteers, employees, and independent contractors:

1. Each volunteer, employee and independent contractor who will have regular, direct contact for more than two consecutive 24-hour periods or who intends to sleep in the same general area as the corps membership shall be subject to a background investigation.
2. Crossmen shall use an independent entity to process the investigation. As of August 25, 2015, this company is OneSource Background Check Company.
3. To protect the confidentiality of the volunteer, employee, or independent contractor, the information gathered shall be sent to the Executive Director.
4. The Executive Director shall have all rights to reject, allow, or limit a volunteer, employee, or independent contractor's participation with Crossmen based on the information obtained from the background investigation.
5. A volunteer, employee, or independent contractor who has had their participation rejected by the Executive Director may appeal the decision to the Board of Directors. As part of the appeal, both parties are allowed to present their case at the next regularly scheduled meeting of the Board.
6. Crossmen recognizes that, at times, the screening process cannot be completed before the volunteer, employee or independent contractor is needed. In such cases, the screening will still occur and the volunteer, employee or independent contractor will be subject to item 4 above.
7. Crossmen will encourage all individuals who might be willing to volunteer or contract for more than the consecutive 24-hour periods to complete the background check form in advance of their volunteerism or work.
8. Individuals who volunteer or work on an annual basis shall be subject to a background investigation every 2 years.
9. Crossmen will keep the background information on file for at least 2 years.

ADVERSE ACTION CRITERIA

Subject to extenuating or mitigating circumstances and a majority vote of the Board of Directors:

- A felony conviction of any violent crime, or a misdemeanor conviction for a violent crime within the past 10 years, will disqualify an applicant.
- Felony or misdemeanor convictions of any sex-based crime will disqualify an applicant
- Felony conviction of any non-violent crime within the past 10 years will generally disqualify an applicant.
- Misdemeanor conviction of a non-violent crime within the past 5 years will generally disqualify an applicant.
- The Executive Director on a case-by-case basis shall evaluate any reported convictions that fall outside the scope of the categories identified above.