

# Edmond Mobile Meals - Background Check Policy

## Purpose

Edmond Mobile Meals is committed to the safety of all persons who are associated with EMM, including staff, clients, volunteers and guests. Edmond Mobile Meals will conduct criminal background checks of all employees and volunteers over the age of 18 years old prior to employment or volunteer service. Edmond Mobile Meals will carry out this requirement in a fair, consistent and non-discriminatory manner, complying with all state and federal laws and guidelines.

## Scope

Edmond Mobile Meals utilizes a national advanced criminal locator search through Verified Volunteers that includes a social security trace, name-based courthouse records search, government watch-list search, national DOJ sex offender registry, current county/state of residence search and a nationwide database search. At the discretion of EMM, other sources may be utilized and other data may be obtained.

## Disqualification Criteria

Background check findings shall be reviewed in a fair, impartial and confidential manner. Because Edmond Mobile Meals priority is the safety of the staff, clients, volunteers and guests, certain actions, arrests, actions or convictions for some crimes will automatically disqualify applicants for employment or volunteer service. A person will be ineligible for employment or volunteer service if the person:

- (1) Refuses to consent to a criminal background check
- (2) Makes a false statement in connection with criminal background history (including open/pending cases)
- (3) Is registered, or required to be registered on any sex offender registry
- (4) Has been convicted of any felony in the past 10 years
- (5) Has been convicted of theft – including burglary, embezzlement, forgery and fraud
- (6) Has been convicted of a Violent Crime
- (7) Or has been arrested/cited within the past 5 years of a misdemeanor involving
  - a. Violent Crimes (including assault and battery)
  - b. Drugs or controlled substances
  - c. Cruelty to animals
  - d. Motor Vehicle Offenses
    - i. DUI, reckless, or unsafe driving

With respect to crimes not listed above, applications shall be evaluated on an individual basis by the Executive Director and the Board of Directors to determine whether they should be excluded from

consideration based on the arrest or conviction. In doing so, Edmond Mobile Meals will consider the following factors:

- (1) The nature and gravity of the offense
- (2) The time that has passed since the offense or completion of sentence
- (3) The nature of the job (service) sought
- (4) The facts and circumstances surrounding the offense or conduct
- (5) The number of offenses for which the individual was cited, charged, arrested or convicted
- (6) The age of the individual at the time of the arrest or conviction

Edmond Mobile Meals will alert the applicant to the possibility of his or her exclusion due to past criminal conduct and provide the applicant an opportunity to submit an explanation. All personal data, background check data and adverse action letters shall be treated as confidential and maintained in a secure location.

Notwithstanding anything in this Policy, EMM reserves the right to refuse employment or volunteer status to any person for any reason and under any circumstance that the Board of Directors may perceive to create a threat or unsafe circumstance for any person associated with EMM.

## **Cost**

Edmond Mobile Meals will absorb all costs associated with the background checks, unless the volunteer wishes to make a donation to cover the cost.