



Background Check Policy

Purpose

Eagle Brook Church is committed to providing a safe and secure environment for its volunteers, staff, attendees, and community, so it's critical that EBC volunteers have no history of criminal behavior relevant to their position. For this reason, EBC has developed a volunteer screening policy and procedure.

Who Will Be Screened

Criminal background checks are mandatory for volunteers who work with children, the elderly, the disabled, and other vulnerable populations according to State law (Stat. Sec. 123B.03). Federal law (4 USC 13041 (a), (b), (c)) states that an employer may also consider any conviction that may bear upon an individual's fitness for working with children. Eagle Brook Church requires a criminal background check for all volunteer applicants, over the age of 18, who will work with the above stated populations and anyone who will be working with, or will have access to, EBC funds or confidential information. Additionally, all background checked volunteers actively serving will be re-screened on a bi-annual basis.

Volunteer Applicant Rights

Anyone submitting to a criminal background check is guaranteed the following rights:

- Notice and consent prior to the background check
 - Consent for minors under age 18 must be provided by parent/guardian¹
- Notice of negative information *before* an adverse action is taken (such as refusing a volunteer's application)
- A right to receive a copy of the report
- A right to appeal an adverse decision
- Minors, and legal guardians, must give informed consent regarding how information is used and with whom it is shared²
- Proper safeguarding and disposal of information included in a report.

Volunteer Applicant Responsibility

Prospective volunteers must complete a Background Check Authorization Form. The following information will be collected from volunteers to initiate the screening process:

- First Name, Last Name, Middle Initial
- Social Security Number
- Date of Birth
- Address
- Alias, Maiden, or Previous Name
- Gender
- Marital Status
- Phone Number & Email Address
- History of Residence
- Signature authorizing permission to run the background check
- Response (Yes or No) to an arrest or conviction

Footnotes: 1. Minn Statute 12238.03
2. Minn Statute 1305 Subd 4

- Response (Yes or No) to having any pending charges

It is important that any question regarding criminal history be answered completely and truthfully when completing the volunteer application or other required documents. Failure to do so shall be considered negligent or an intentional effort to conceal information and may result in the denial to serve as a volunteer.

Volunteer Qualification Criteria

Eagle Brook Church wants to be sure that every decision made about an individual's eligibility to volunteer is correct. EBC will carefully consider all the information before any decisions are made that affect an individual's eligibility.

Upon finding a record that may result in an ineligible determination, EBC will contact the volunteer to make certain all information provided is accurate. The volunteer's information will be investigated to confirm the accuracy of the information before a determination is reached.

EBC may consider the following factors before deciding whether or not to offer or deny acceptance as a volunteer:

- The length of time since a conviction
- The nature of the crime
- The relationship between the duties to be performed and the crime committed
- The number of convictions
- The relevant moral, ethical, legal and policy issues and principles
- Rehabilitation efforts
- Subsequent employment or volunteer history

Confidentiality Statement

All background check information will remain confidential. We will maintain strict physical, electronic, and procedural safeguards to protect this information. The records will remain in a personnel/volunteer record/file/database, until separation plus 3 years.