



Background Check Policy

Purpose

Eagle Brook Church is committed to providing a safe and secure environment for its volunteers, staff, attenders, and community, so it's critical that Eagle Brook volunteers have no history of criminal behavior relevant to their position. For this reason, Eagle Brook 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, Eagle Brook funds or confidential information. Additionally, all background-checked volunteers actively serving will be re-screened on a biennial basis. Eagle Brook also reserves the right to request a credit screening on volunteers who handle cash on behalf of the church (e.g., contribution processing volunteers).

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



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Volunteer Qualification Criteria

Eagle Brook Church wants to be sure that every decision made about an individual's eligibility to volunteer is correct. Eagle Brook 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, Eagle Brook will contact the volunteer to have a conversation.

Eagle Brook may consider the following factors before deciding whether to offer or deny ability to serve in requested area 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.