Policy on Criminal Background and Sex Offender Registry Checks

1. All employees, independent contractors, member and repeating community volunteers shall have background checks through the US Department of Justice National Sex Offender Registry, the NC Sex Offender and Public Protection Registration Program, and the NC Department of Public Safety Criminal Offender Search.

2. Before the beginning of each school year, a committee composed of the President, President-Elect, and Vice President Member and Volunteer Services shall conduct an annual background check through the National Sex Offender Registry and the NC Sex Offender and Public Protection Registration Program. Every three years, the background check shall include the NC Department of Public Safety Criminal Offender Search. When a new member volunteer joins Assistance League of Charlotte, within one week, the Vice President Member and Volunteer Services will perform a background check through the National Sex Offender Registry, the NC Sex Offender and Public Protection Registration Program and the NC Department of Public Safety Criminal Offender Search.

3. The employee, member or community volunteer must consent to the record check. An employee, independent contractor, member or community volunteer who refuses to consent to a criminal history record check will not be allowed to work or volunteer with Assistance League of Charlotte.

4. If a member volunteer is named and verified in one of these registries, they may be suspended and/or denied membership after meeting with the President, President-Elect and Vice President Member and Volunteer Services. However, anyone listed as a Registered Sex Offender will not be accepted into membership or employment with Assistance League of Charlotte, or be allowed to serve as a community volunteer with any Assistance League of Charlotte programs.

5. If the criminal history record check reveals one or more convictions of a relevant crime, Assistance League must consider the following factors in determining whether to accept the employee, member volunteer or community volunteer:
   - the level and seriousness of the crime
   - the date of the crime
   - the age of the person at the time of the crime
   - the connection between the criminal conduct of the person and the job duties of the position to be held
If an offense is discovered that may be considered a detriment to their association with Assistance League of Charlotte, the person in question has two weeks to offer a rebuttal.

6. All records are confidential and shall be kept by the President in a locked file at the Assistance League Center. These records shall be open for inspection only to the following individuals: the employee, member or community volunteer, the President, President-Elect and Vice President Member and Volunteer Services. The most current records shall be kept on file for ten (10) years after membership, employment or community volunteer service is terminated.

Excerpt from the Agreement between Assistance League of Charlotte and Charlotte Mecklenburg Schools

Registered Sex Offenders. Assistance League acknowledges that CMBOE (Charlotte Mecklenburg Board of Education) Policy ADDA, “Registered Sex Offenders”, prohibits anyone registered or required to register as a sex offender from being present on any CMBOE property for any reason, whether before, during or after school hours. Assistance League expressly agrees that all of its employees will comply with this policy and acknowledges that any individuals in violation of the policy are subject to removal from CMBOE property by CMS and/or other law enforcement officials and may also be subject to criminal prosecution. If Assistance League or any of Assistance League’s employees will have any direct interaction with students, Assistance League must (1) on an annual basis conduct a check of the NC Sex Offender and Public Protection Registration Program and the National Sex Offender Registry for all such employees; and (2) must prohibit individuals listed on such registries from being on CMBOE property.

I have read this Policy on Criminal Background and Sex Offender Registry Checks and consent to the screening.

Print Name __________________________________________ Date of Birth ____/___/_______
Mo. Day Year
Print Address _________________________________________

________________________________________
Signature ____________________________________________
Date ________________________________________________