



BACKGROUND CHECK POLICY

PURPOSE

Camp Korey is committed to providing care and programming that emphasizes safety. To this end, we background check volunteers and all employees. We take prudent measures to safeguard people and assets from harm. We also are required by WAC 388-101-3250 to conduct background checks as a business that serves children and people with disabilities, and by our affiliations with American Camp Association and SeriousFun Network.

PARTS OF A BACKGROUND CHECK MAY INCLUDE, BUT ARE NOT LIMITED TO:

- A Social Security Address Locator Search. An address locator search is necessary to verify the identity given by the volunteer or employee, therefore a social security number is required for ongoing volunteers
- A review of the appropriate state or county's criminal database
- Annual review of the National Sex Offender Registry (NPSOR)
- A Motor Vehicle Report/Driver Record must be run annually on all individuals who will be driving Camp vehicles
- US-SOR Combo
- OIG and GSA Exclusions search
- Professional license or certification verification

Our background checks are currently conducted by National Background Investigations, Inc.

SCOPE

It is the policy of Camp Korey to conduct background checks on the following, regardless of age:

- All direct service volunteers, or volunteers who will work with Camp Korey campers in any program
- Administrative, Facilities, Green Team, Clean Team, and Culinary Dream Team volunteers
- Any volunteer who may handle money collection at a Camp Korey event
- All employees
- All employment applicants to whom we are preparing to make an offer of employment
- All persons or organizations requesting unsupervised access rights to the premises, regardless of actual direct involvement with Camp Korey programs or events

Camp Korey does not accept volunteers who need to complete court ordered community service. One-time event or workgroup volunteers will not have a background check completed, unless their responsibilities include handling money.

For returning volunteers, seasonal staff, and all staff members, these reports will be re-submitted every two years. In the event changes, including name changes (other than

resulting from marriage), appear on the background check, background checks will be re-submitted annually.

The process generally takes 48 hours, with additional time needed for applicants with former residences in certain states, or applicants with records.

PROFESSIONAL LICENSE CHECKS

A professional license check will be performed on all medical staff volunteers prior to their coming to Camp in Washington State, and their home state if applicable. Prior to accepting a medical staff volunteer, the Medical Director or Nursing Director will confirm that the medical staff volunteer is in good standing with his or her affiliated hospital or medical facility. All medical staff volunteers are required to follow the Background Check Policy outlined in this document.

DUE PROCESS

If a record of criminal conviction is found, the applicant will be given a copy of the criminal history report and asked if it is accurate prior to any final decision. If the applicant disagrees with the accuracy of the report, the applicant may choose to provide other information about his/her criminal history that may be helpful in understanding the circumstances of what occurred.

The background checks must be completed and the results reviewed either by the Volunteer Manager before a volunteer can attend Camp, or by the Human Resource Administrator before a new hire may begin working at the camp.

If the results of the background check indicate that the individual has been convicted, plead guilty, plead no contest, or had adjudication withheld, the following guidelines apply:

Appear on a Sex Offender Registry	Permanently Declined
Felony for a crime against children	Permanently Declined
Felony for a crime involving violence	Permanently Declined
Felony in the past 5 years	Declined
Misdemeanor in the past 2 years	Declined

If an applicant falls into any of the above categories, the department Director will be notified and a standard rejection letter will be sent by the Executive Director.

The background check results will be forwarded to the department Director for applicants with felonies older than 5 years or misdemeanors older than 2 years. The Director has the option to either decline that applicant or research the incident. Researching the incident must include requiring the applicant to prepare a complete written description of the incident and justification of why the applicant should be accepted. The department Director will review the incident and make a final decision. The Executive Director's approval is required before accepting an applicant for whom violations involving theft or illegal substances are discovered.

Misdemeanor or felony charges stemming from traffic infractions will be treated the same as other misdemeanor or felony charges and the applicant will not be allowed to work/volunteer/have unsupervised access at Camp for at least two or five years respectively.

These charges would include, but are not limited to DUI, Driving while Impaired, and Driving with a Suspended License.

Applicants with more than two moving violations in the past year that are not classified as either a misdemeanor or felony can be accepted, but will not be allowed to drive camp-owned vehicles.

COST

Camp Korey will absorb all costs associated with the background checks for employees and volunteers. Those requesting unsupervised access rights to Camp must cover the costs incurred.

PRIVACY

The privacy of the information obtained by Camp Korey through the background check will be respected. Your information is confidential, and will only be shared with Camp Korey staff members who have a need to know. The forms will remain in secure files. For more information on your privacy rights, please go to www.privacyrights.org.

QUESTIONS

Questions or concerns about this policy can be directed to Volunteer Manager, Janelle Kitson or Human Resource Administrator, Becky Venable.

REFERENCES

- WAC 388-101-3250
- National Background Investigations, Inc.: www.nationalbackground.com
- American Camp Association: www.acacamps.org (HR.3.3, HR.4, HR.4.1, HR, 4.2, HR4.3, HR.5, HR.5.1, TR 14.1)
- Serious Fun Network: www.seriousfunnetwork.org (MS-5, MS-7, PS-3)
- Engrossed House Bill 2351:
www.doh.wa.gov/LicensesPermitsandCertificates/ProfessionsNewReneworUpdate/HealthcareProfessionalVolunteers
- Washington State Department of Health:
www.doh.wa.gov/LicensesPermitsandCertificates/ProviderCredentialSearch