

Background Check Policy & Process

The Oregon Crusaders organization relies on volunteers and paid staff to support its instructional program. With our need to protect members from potential sexual abuse or other negative influences, the Oregon Crusaders will complete criminal background checks on volunteers and staff. Therefore, we establish the following policy and process for the screening our volunteer and paid staff.

1. Each volunteer or staff member who will have regular, direct contact for more than 1 consecutive 24 hour period or who intends to sleep in the same general area as the corps membership shall be subject to a background investigation.
2. The Oregon Crusaders shall use an independent entity to process the investigation. As of December 1, 2013, this company is Coeus Global (<http://coeusglobal.com/>).
3. To protect the confidentiality of the volunteer or staff member, the information gathered shall be sent to the Executive Director, or reviewed online at Coeus Global's admin portal.
4. The Executive Director shall have all rights to reject, allow or limit a volunteer or staff member's participation with the Oregon Crusaders based on the information obtained from the background investigation.
5. A volunteer or staff member who has had their participation rejected by the Executive Director may appeal the decision to the Board of Directors. In which both parties will be allowed to present their case at the next regularly scheduled meeting of the Board.
6. The Oregon Crusaders recognizes that at times, the screening process cannot be completed before the volunteer or staff member is needed. In such cases the screening will still occur and volunteer or staff member will be subject to item 4 above.
7. The Oregon Crusaders will encourage all individuals who might be willing to volunteer or staff for more than the consecutive 24 hour period to complete the background check form in advance of their volunteerism or work.
8. Individuals who volunteer or work on an annual basis shall be subject to a background investigation every two years.
9. The Oregon Crusaders will keep the background information on file for at least two years.

Background Check Policy & Process

ADVERSE ACTION CRITERIA

Subject to extenuating or mitigating circumstances and a majority vote of the Board of Directors:

- A felony conviction of any **violent crime**, or a misdemeanor conviction for a violent crime within the past 10 years, will disqualify an applicant.
- Felony or misdemeanor convictions of any **sex-based crime** will disqualify an applicant.
- Felony conviction of any **non-violent crime** within the past 10 years, or misdemeanor conviction of a non-violent crime within the past 5 years will generally disqualify an applicant.
- Any reported convictions that fall outside the scope of the categories identified above shall be evaluated by the Executive Director on a case-by-case basis.