

Chapter II: Classifications and Hiring

Policy Number: Policy Title: Background Checks

Effective Date : Approved By: Page 2 of 2

Individuals must promptly notify Human Resources if they have been accused of, arrested for, or charged with misconduct that might disqualify them from their position. Supervisory and managers must report to Human Resources immediately if they become aware that an individual has been charged with a potentially disqualifying crime.

Individuals who do not meet the applicable standard of character will be removed from their positions immediately. At its sole discretion, CCTHITA may transfer the employee to another suitable position or terminate the employment relationship.

For the purposes of this policy, the following definitions apply:

Crimes of Violence: a crime that has as an element the use, attempted use, or threatened use of physical force against the person or property of another, or any other crime that is a felony and that, by its nature, involves substantial risk that physical force against the person or property of another may be used in the course of committing the crime.

Crimes against Persons: murder; manslaughter; first and second degree assault; stalking, kidnapping, robbery and coercion; and other crimes that are substantially similar to these even if they are labeled differently in the jurisdiction where the misconduct occurred.

Offenses against Children and Vulnerable/Dependent Adults: any crime committed by someone who is at least 19 years old, that specifically targets a child or vulnerable/dependent adult or that exploits their relative lack of experience or ability to protect themselves, such as child abuse, domestic violence, kidnapping, exploitation, coercion, harassment, incest, indecent exposure, and robbery.

Sex crimes: prostitution, sexual assault, molestation, sexual exploitation, sexual contact; sexual abuse of a minor; any crime involving the creation, viewing, possession or distribution of child pornography; failure to register as a sex offender when required to do so; and crimes and are substantially similar to these even if they are labeled differently in the jurisdiction where the misconduct occurred. They include juvenile offenses that would be deemed such a sex crime if committed by an adult. They include statutory rape or similar crimes where there is an allegation or evidence of coercion or lack of consent or there is a significant disparity in age or authority, or other indication of exploitation. Prostitution includes crimes that involve forcing, causing or otherwise promoting another person to engage in prostitution.

Purpose: To protect employees, clients and other persons at CCTHITA by not hiring persons who pose an unacceptable risk.

Eligibility: All employees.