

BACKGROUND CHECK POLICY

As required under Idaho Code section 16-1632(3) and Idaho Juvenile Rule 35(k), all prospective employees whose job duties require (1) daily direct contact with program participants, or (2) supervision of program participants, must have a background check. Generally, this includes all staff and program volunteers. Board members are also required to complete a background check. The process is as follows:

1. Prospective employees and volunteers (including board members) will complete the applicable documentation, including the Application for GAL Program (Affidavit) GAL application and provide fingerprints. The application includes the following documents:
 - a. Self-disclosure
 - b. Consent to Investigate (notarized)
 - c. IDHW Registry Check release (notarized)
 - d. FBI Privacy Statement acknowledgement
 - e. Sex offender registry check
 - f. Completed fingerprint card
2. The organization will forward the entire packet for each potential employee and volunteer to the Fingerprint Coordinator at the Idaho Supreme Court. Family Advocates reserves the right to decline to process an application where an applicant self-discloses a serious criminal history or criminal event precluded under Idaho Court Administrative Rule 47.
3. Upon successful completion of the background check process, the criminal history background check report and all other correspondence related to the check will be maintained in a file separate from an employee's personnel file. The information will be placed in an envelope, sealed and dated by the Executive Director.
4. Family Advocates employees and volunteers have a duty to report any incident that may negatively impact a background check clearance. All personnel included under this policy may be asked to submit to a new background check at any time after initial clearance at the discretion of the Executive Director or a program director and state law requires resubmittal every 2-5 years depending on the person's position within the organization.