

<b>TOPIC:</b> Human Resources	<b>SUBJECT:</b> Criminal Reference Check	<b>Code: HR025</b>
		<b>Date of Issue: 03/95</b>
		<b>Revised: June 2007</b>
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**PURPOSE:** This policy will outline Avenue II=s requirements for a **ACriminal Reference Check@** and the treatment of such documents by the agency. The agency will use the information provided to ascertain whether the individual providing direct service has a criminal history which could potentially make him/her unsuitable for certain positions of trust.

**SCOPE:** This policy shall apply to all new employees and volunteers who will have direct contact with individuals of Avenue II. Existing employees, employees applying for internal positions, and existing volunteers shall not have the obligation to fulfill this requirement. Student placements require a **ACriminal Reference Check@**.

**AVENUE II POLICY:**

1. Avenue II requires all new staff, student placements, and volunteers (herein referred to as **Athe individual@**) to submit a satisfactory **ACriminal Reference Check@** prior to receiving a formal offer of employment. This check is at the expense of the prospective employee. Volunteers may receive reimbursement for the expense by submitting a copy of the receipt to Petty Cash.
2. Until such time that a suitable **ACriminal Reference Check@** is submitted, the individual will receive a conditional offer of employment. Please note that the conditional offer of employment is also contingent with other conditions of employment being met as well.
3. The **ACriminal Reference Check@** must be submitted and approved by the Executive Director before attending any training or any work.

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**PROCESS:**

1. The process for obtaining a **ΔCriminal Reference Check@** is contained in Human Resources Policy HR070, Page 4.
2. Once the **ΔCriminal Reference Check@** is obtained, it is submitted to Administration for review by the Executive Director.
3. Criminal Reference Checks over six (6) months old shall not be acceptable upon hiring.