

Criminal Background Check and Reporting Policy for Prospective and Current Volunteers and Board Members

Effective: 11/18/2020 to amend previous policy of 02/20/2019

WORT is committed to promoting access to our unique work environment to anyone, but requires that safety for staff and volunteers be a highest priority. In order to protect the personal safety of all WORT volunteers, staff, board members and visitors, and safeguard station resources, WORT has adopted a policy of criminal background checks for prospective and current volunteers and board members. WORT will ensure that all actions taken under this policy are based on the results of background checks which are held in strict confidence and in compliance with all federal, state, and municipal statutes, including the Fair Credit Reporting Act. Although not required by law, we support the Fair Chance Act and follow the intent of the Ban the Box movement.

I. Prospective Volunteers

Effective March 1st, 2019 all volunteer placements at WORT FM are contingent upon satisfactory results of a criminal background check. Prospective volunteers must submit a volunteer application and undergo our standard background check. All persons who are present on a recurring basis at the station for more than an hour a week for at least one month are required to submit a volunteer application and will be subject to this policy.

Presumed Disqualifications: To ensure the safety of our community, WORT shall presumptively disqualify volunteer applicants convicted of any of the following crimes in the past ten years.

- **crimes against persons or animals**
- **stalking or harassment**
- **fraud, embezzlement or theft**
- **arson**

Requires Review: All other arrests which have not been disposed of, pending charges, arrests and convictions require a review and consensus vote by the Staff Collective to approve a volunteer application.

Results: The appropriate supervisor shall inform volunteer applicants of the results of their background check, and the preliminary determination of the Staff Collective. Applicants will be provided a copy of their background check upon request. Applicants disqualified on the basis of background check results shall be given the opportunity to meet with the Staff Collective to present relevant information prior to a final decision. Volunteer applicants who are denied volunteer status on the basis of a failed background check may not be present in the station outside of normal business hours without approval of the appropriate supervisor.

Record Retention: The Staff Collective shall retain a record of all background checks for a minimum of ten years.

Background checks include:

Authorization: Volunteer applicants will be required to authorize WORT FM and its vendor to conduct the background check. If a background check authorization is not received, a background check will not be conducted, and WORT FM will not offer a volunteer opportunity.

Social Security Verification: Volunteer applicants will be required to provide information—including a Social Security number if available, date of birth, and former addresses—to the agency responsible for conducting the background check.

Criminal History: Includes review of any criminal convictions, probation, arrests, or pending charges. The following factors will be considered for individuals with a criminal history:

- The nature of the crime.
- The time since the conviction.
- Additional facts or circumstances surrounding the offense.
- Age at the time of the offense or the time of release.
- Evidence that the individual performed the same type of work post-conviction with no known incidents of criminal conduct.
- Employment history before and after the offense.
- Rehabilitation efforts.

II. Current Volunteer Reporting

Any volunteer with an arrest which has not been disposed of, a pending charge, or conviction for any of the following offenses is required to inform their Staff Collective supervisor at least one day prior to their next volunteer shift: crimes against persons or animals, criminal damage to property, stalking, harassment, fraud, embezzlement, theft, or arson. The Staff Collective supervisor will then promptly inform the Staff Collective. Continuation of volunteer status will depend on a consensus of the Staff Collective, which shall provide the volunteer with the opportunity to present relevant information prior to its decision. Non-reporting may constitute grounds for suspension or dismissal.

III. Applicants for the Board of Directors

Candidates for election or appointment to the Board of Directors are required to disclose any arrests which have not been disposed of, pending charges or convictions for a felony or any of the following offenses: crimes against persons or animals, criminal damage to property, stalking or harassment, fraud, embezzlement, theft, or arson.

IV. Current Board Member Reporting

Any member of the Board of Directors with an arrest which has not been disposed of, a pending charge or

conviction for a felony or any of the following offenses is required to promptly inform the full Board of Directors which will review and take appropriate action: crimes against persons or animals, criminal damage to property, stalking, harassment, fraud, embezzlement, theft, or arson.