



Descriptive Name:	Background Check Policy
Effective Date:	04 / 12 / 2018
Revised:	04 / 12 / 2018
Replaces:	10 / 24 / 2016

Purpose: The goal of our background check policy is to ensure a safe operating environment for our members and the communities we serve.

### **Background Check Policy**

Team Rubicon strives to maintain a safe operating environment with trustworthy, non-violent volunteers. Team Rubicon may perform, or request that third parties perform, reference and background checks at any time during the volunteer management process. All reference and background checks are performed in accordance with applicable federal and/or state law.

Team Rubicon is most concerned about criminal convictions, which we have determined have the potential to create an identifiable and unacceptable level of risk for our work, which includes service to at-risk populations. These convictions may include felonies, violent crimes, sex crimes, financial crimes, and drug crimes. Our responsibility is to maintain a safe operating environment for members and the communities we serve. If a check discloses a court-imposed penalty for any of the reasons outlined below, Team Rubicon will review the individual holistically and determine whether he or she is an appropriate fit for the organization. If Team Rubicon receives credible information about an individual, he or she may be prohibited from all events until an initial additional screening is completed.

Reference and background checks may include history and education verification, criminal history, social security number verification and sex offender registry review, where available, and licensure verification. All reference and check results are maintained in a confidential file. Results are not shared with anyone outside of designated staff at TR Headquarters.

Prospective and current volunteers are expected to cooperate fully with reference and background checks. Cooperation includes providing consent to conduct a reference and background check and responding with truthful and complete self-disclosure to inquiries made by Team Rubicon or third party investigators during the reference and background check process. Failure to cooperate in, or any attempt to interfere with implementation of this policy, may result in discipline, up to and including termination of volunteer involvement.

<b>Felonies</b>	Court-imposed penalties for two or more felonies of any kind within any time period			
<b>Sex Crimes</b>	Presence on sex offender registry	Indecent Exposure	Sexual Exploitation	Selling/Distributing child pornography
	Rape	Prostitution	Sexual Misconduct	
	Sexual Assault	Pornography	Child Molestation	
<b>Violent Crimes</b>	Battery (Felony)	Voluntary Manslaughter	Burglary	Manslaughter
	Murder	Arson	Child Abuse or Neglect	Kidnapping
	Attempted Murder	Assault	Homicide	Unlawful Imprisonment
<b>Financial Crimes</b>	Burglary	Worthless Checks	Fraud	Financial Exploitation
	Embezzlement	Forgery	Identity Theft	
	Extortion	Robbery	Theft	
<b>Drug Crimes</b>	Manufacturing, delivering, possessing, or using a controlled substance, as defined by applicable state or federal law			

**Since 1 October 2014**, a background check is required to participate in any overnight event, including but not limited to a field operation or project. Every member who enters a house to work or sleeps next to us in the gym should be someone we can trust. This is the focus of our policy.

**Since 12 October 2016**, Team Rubicon members may pay for their check online or elect to have Team Rubicon cover the cost upfront. Members no longer may request reimbursement from Team Rubicon.

***We're not looking for saints.*** Do not be discouraged by this process. We all have skeletons in the closet. In rare cases, we may redirect members whose backgrounds threaten a safe operating environment.

Our background checks are conducted by Employment Screening Resources, an independent third party and member of the National Association of Professional Background Screeners. Results are visible only to designated, full-time Team Rubicon staff and will not be shared with other members or regional leaders.



## Frequently Asked Questions

Q: Do I have to complete a background check to be a member of Team Rubicon?

**A: No. However, a check is required to hold a leadership role or participate in events. A background check is required to participate in any overnight event, including but not limited to an operation or project.**

Q: I have security clearance and/or a recent background check through my employer or government. Do I still need to submit to the TR background check?

**A: Yes. For quality control and consistency, a completed check with Team Rubicon is required even if one is completed elsewhere.**

Q: What is the purpose of the background check?

**A: To ensure a safe operating environment.**

Q: What are the criteria for passing a background check?

**A: Please refer to the attached copy of our background check policy.**

Q: Do I have to pay for a background check?

**A: You can pay for the check online via debit/credit card or choose to have Team Rubicon pay the cost.**

Q: How much does a background check cost?

**A: Costs vary by location, typically \$25-\$35. Additional fees may be incurred depending on the state.**

Q: How long does it take for a background check to be completed?

**A: Typically results are received within 7 days.**

Q: What does Team Rubicon do with the results?

**A: Designated Team Rubicon full-time staff review for compliance with the Background Check Policy. Results of checks are not shared with other members or regional leaders.**