



BACKGROUND CHECK POLICY

CADETS ARTS & ENTERTAINMENT, INC.

All employees, contractors, and volunteers of The Cadets who stay overnight at camp or on tour must have background checks completed.

All employees, contractors and volunteers with The Cadets are required to undergo a background check before being hired as an employee or retained as a contractor or volunteer. Any background check that is not completely clear when reviewed by the assigned staff person, must be reviewed by the Chief Operating Officer, Justin Moore at jmoore@cadets.org, so a determination can be made regarding the involvement of that individual.

Background checks must be conducted annually.

The following background check clearances are required by the Commonwealth of Pennsylvania and by The Cadets:

1. Pennsylvania State Police Criminal History Report
2. Pennsylvania Division of Human Services Child Abuse History Report
3. FBI Fingerprint search for prior arrests

The following employees, contractors and volunteers are required to submit to the following background checks:

- The Cadets employees: PA State Police Criminal History Report, PA Division of Human Services Child Abuse History Report, FBI Fingerprint search.
- Drum Corps contractors: If PA resident or working in PA at any time - PA State Police Criminal History Report, PA Division of Human Services Child Abuse History Report, FBI Fingerprint search; If non-PA resident and not working at all in PA – FBI Fingerprint search only.
- Drum Corps volunteers who stay overnight at camp or on tour: If PA resident or working in PA at any time - PA State Police Criminal History Report, PA Division of Human Services Child Abuse History Report, FBI Fingerprint search; If non-PA resident and not working at all in PA – FBI Fingerprint search only; International volunteers must provide a home country national background check clearance.
- Day or partial day volunteers: background checks not required since these people are not responsible for supervising youth and are not in direct contact with them.

Background checks are not conducted on any youth participants of The Cadets such as corps members, since this is the population The Cadets serves, and background checks on these individuals are not required by the Commonwealth of Pennsylvania.

Background checks are at the expense of The Cadets for employees and contractors, and background check fee receipts may be submitted to The Cadets for reimbursement. Volunteers are asked to cover the cost of their background checks.

Please see the Background Check Instructions document for further information on the steps to follow to complete your background checks and file the appropriate documentation with The Cadets.

ACTION CRITERIA

The Chief Operating Officer shall have the right to allow, reject, or limit an employee, independent contractor, or volunteer based on the information obtained from the background investigation.

A person will be disqualified from employment or work as a contractor or volunteer for The Cadets based on the following:

- A felony or misdemeanor conviction of any violent crime within the past 10 years.
- Felony or misdemeanor conviction of any sex-based crime.
- Felony conviction of any non-violent crime or drug-related crime within the past 10 years.

Any reported convictions that fall outside the scope of the categories identified above shall be evaluated by the Chief Operating Officer on a case-by-case basis.

An employee, independent contractor, or volunteer who has had their participation rejected may appeal the decision with The Cadets Board of Directors.

OBTAIN CLEARANCES

To get started, visit cadets.org/clearances.