



# **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 and contractors with The Cadets are required to undergo a background check before being hired as an employee or retained as a contractor. 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](mailto: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 Nationwide Criminal History Report

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 Nationwide Criminal History Report. International employees must provide a home country national background check clearance.
- The Cadets contractors: PA State Police Criminal History Report, PA Division of Human Services Child Abuse History Report, FBI Nationwide Criminal History Report as well as current state of residence Criminal History Report and Child Abuse History Report.
- The Cadets volunteers who stay overnight at camp or on tour: PA State Police Criminal History Report, PA Division of Human Services Child Abuse History Report, FBI Nationwide Criminal History Report as well as current state of residence Criminal History Report and Child Abuse History Report. International volunteers must provide a home country national background check clearance.
- The Cadets 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. Volunteers are asked to cover the cost of their background checks.

### **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**

If you are a staff member, please contact Michele Teevan, Operations Manager at [mteevan@cadets.org](mailto:mteevan@cadets.org) to start your Background Check.

If you are a volunteer, please follow the link below to complete your Background Check:

<https://www08.8f7.com/4DACTION/WebAppOrderEntryZCustom/OneSource/7104VAE>

If you are a volunteer who primarily drives for us, please follow the link below to complete your Background Check:

<https://www08.8f7.com/4DACTION/WebAppOrderEntryZCustom/OneSource/7104MVRAE>