

Proposed changes to CFCIS HR Manual highlighted in yellow

Recruiting and Screening:

In recruiting and assigning staff and volunteers, Children First/Communities In Schools will:

- Require all applicants to apply in writing and their application or resume will cover their personal details, previous and current work/volunteering experience along with signed authorization for Children First/CIS to conduct a background check.
- Require a pre-employment/pre-service criminal background check and search of the National Sex Offender Registry.
- Enlist the use of a third party vendor to conduct staff and volunteer background checks.
- Securely store staff background check documentation in confidential personnel files maintained in the office of the Executive Director.
- Electronically maintain staff and volunteer background check verification information including: name, position, initial clearance date and result, date started working with students/data, and the most recent clearance results in a database.
- Conduct a background check on all individuals, including staff, contractors, volunteers, Project POWER/AmeriCorps members and interns that work with on behalf of Children First/CIS with students and/or any confidential or sensitive data as part of the hiring/onboarding process and no less than every three years thereafter.
- Ensure that the following automatically disqualifying offenses prohibit an applicant from working, volunteering, interning, or serving as a Project POWER/AmeriCorps member with Children First/CIS
 - The individual is registered or required to be registered as a sex offender
 - The individual has been convicted of murder as defined by federal law, 18 U.S.C. § 1111
- Require two non-familial references and Children First/Communities in Schools will check those references.
- Conduct a personal interview.
- Project POWER/AmeriCorps Members
 - Require Project POWER/AmeriCorps members to undergo three-part background checks -- including FBI, statewide repository, and sex offender registry checks – prior to having contact with vulnerable populations.
 - Enlist the use of a third party vendor, Fieldprint, for Project POWER/AmeriCorps FBI background checks.
 - Require that Project POWER/AmeriCorps members without a completed background check to be accompanied by a staff member of the placement site or another qualified individual when having recurring contact with vulnerable populations and that accompaniment must be documented
 - Securely store AmeriCorps member background check documentation in confidential member files maintained in the office of the Project POWER/AmeriCorps staff member.