



Background Check Policy

Effective March 1, 2019, all volunteer opportunities at WORT FM will be contingent upon satisfactory results of a criminal background check. We will ensure that all background checks and actions taken based on the results of a background check are held in compliance with all federal, state, and municipal state statutes, including the Fair Credit Reporting Act.

Background checks will be conducted on volunteer applicants prior to volunteer placement.

Applicants cannot become a volunteer at WORT without submitting a volunteer application and 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 shall be considered volunteer applicants and subject to this policy.

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.

Continued



Terms & Definitions

Not Allowed:

To ensure the safety of our community, we reserve the right to reject volunteer applicants convicted of any of the following crimes in the past ten years:

- crimes against persons or animals
- criminal damage to property
- stalking
- embezzlement or theft
- arson

Requires Review:

All other arrests and convictions require review by staff and a consensus vote of the staff collective to approve a volunteer application.

Pending Charges:

Applicants with pending criminal charges will have their application put on an automatic hold pending resolution of charges.

Record Retention

Volunteer Coordinator shall maintain a log of all such background checks in a file for a minimum of five years.

Modifications

WORT FM reserves the right to modify this policy at any time.