

Criminal Background Check Policy Synopsis

Tides Policy for Projects

Revised 5/6/2015

Purpose

Tides believes that it is of the utmost importance to ensure a safe and secure work environment for our project employees, volunteers and contractors. It is also essential that we provide this same safe and secure environment for the client populations that Tides and Tides projects serve. This policy requires criminal background checks for all employees, volunteers and contractors who supervise, have disciplinary power over, provide care for, and/or maintain security for vulnerable populations including: youth, elderly, handicapped, and mentally impaired.

Tides is committed to handling and evaluating all criminal background check results carefully and confidentially while focusing only on those criminal convictions that are detrimental to Tides legitimate business interests and/or the safety of our client populations.

Policy

Tides requires all new and current project employees, volunteers, and contractors who supervise, have disciplinary power over, provide care of, and/or maintain security for vulnerable populations to have a complete criminal background check on file with Tides Human Resources. Employees not currently working with vulnerable populations who have a change in duties or transfer to a position that does include this work will also need to have a complete criminal background check on file with Tides Human Resources prior to beginning the new assignment.

It is important to note that all employment, volunteer, and contract opportunities that involve working with vulnerable populations are contingent upon completion of a satisfactory criminal background check. One-time project volunteers will not be subject to this policy if they are directly and continually supervised at all times by a Tides project employee who has successfully completed the criminal background check required under this policy.

All those subject to this policy will be required to complete and sign a Criminal Background Check Agreement, Release, and Authorization form authorizing Tides to conduct the criminal background check and receive the results.

Criminal Background Check Results

Upon receipt of a clear criminal background check, Tides Human Resources will notify the Project Director that they are able to move forward with the employment, retention, rehire, volunteer position or contract opportunity. Tides also receives subsequent arrest notifications on all individuals originally screened through the CA DOJ.

Confidentiality and Retention of Records

Materials related to criminal background checks will be handled, retained and stored in a confidential manner in accordance with applicable federal, state and local laws.