BACKGROUND VERIFICATION INSTRUCTIONS

Policy 001-2014

NASAR policy requires background verifications for participation in certain positions and to comply with the National Child Protection Act. Due to your participation or interest in one of these positions (e.g. Board Member, Instructor, Lead Evaluator, Evaluator, etc.) you are required to complete a background verification.

NASAR requires that the following information be reviewed during the background verification process:

- Social Security Trace
- 50 State DOJ Sex Offender Registry Search;
- Terrorist Watchlist Search (OFAC);
- Validated Nationwide Criminal Search;
  - Nationwide Database Search
  - Current County Resident Search.

You have two options to complete the background verification:

- **Option 1** – NASAR utilizes Verified Volunteers to conduct automated background verifications. This option will cost you $21 and is completed through the Verified Volunteers online portal. See attached instructions for more details.
- **Option 2** – A government agency that you are affiliated with provides NASAR a confirmation on their agency letterhead that they have completed a background verification on you within the past 5 years and that it meets or exceeds NASAR’s requirements. See attached sample.

Please choose an option to complete your background verification. If you have any questions you may call the Executive Director at 925-586-3357.

Version 1.1 - June 2014
OPTION 1 – VERIFIED VOLUNTEERS PROCESS

Verified Volunteers utilizes a web based portal to register, conduct and report on your background verification. Please complete the following steps:

Step 1 – Go to the website:  https://app.verifiedvolunteers.com

Step 2 – Create a personal account and log into the volunteer portal using that account

Step 3 – Select “Get Verified” and enter the NASAR code: cohnv10

Step 4 – Complete the four brief steps, enter your credit card information to pay the $21 processing fee and click COMPLETE

Step 5 – If you have any questions about the platform or the process, please contact the Verified Volunteers Advocates at 1-855-326-1860 or email TheAdvocates@VerifiedVolunteers.com

Verified Volunteers will make the results of your background verification available to the NASAR Executive Director via a secure web portal once the verification has been completed. The Executive Director will contact you via email with the results.

A copy of your rights under the federal/state Fair Credit Reporting Act are available on the Verified Volunteers website:

https://app.verifiedvolunteers.com (log into your account).

You have the right to obtain a free copy of your file from Verified Volunteers if you request the report within 60 days. You also have the right to dispute directly with Verified Volunteers the accuracy or completeness of any information provided by it.
OPTION 2 – AFFILIATED AGENCY PROCESS

Meet with your affiliated government agency or agency having jurisdiction (private companies and/or 501c3 organizations do not qualify) and ask them to copy the following text, or their interpretation of it onto agency letterhead. See example text below:

*I am (insert name here), the (inset title here), at (insert agency name here). Our agency has completed a background verification of (insert NASAR members name here) in the past 5 years that minimally includes:

- Social Security Trace
- 50 State DOJ Sex Offender Registry Search;
- Terrorist Watchlist Search (OFAC);
- Validated Nationwide Criminal Search;
  - Nationwide Database Search
  - Current County Resident Search.

The background verification process that (insert agency name here) performed was completed with the following results:

(Insert NASAR members name here) was (cleared / not cleared) to participate with our agency without restriction.

Signed,

(insert name here)
(insert phone number here)

Have the agency mail the letter to NASAR at:

NASAR – Executive Director/BV
P.O. Box 232020
Centreville, VA 20120-2020

If the affiliated agency has questions regarding your request or the content of the letter, please have them contact the NASAR Executive Director, at 925-586-3357 or info@nasar.org.
BACKGROUND DISQUALIFICATION POLICY

Policy 002-2014
The purpose of this policy is to ensure NASAR Instructors, Evaluators and Lead Evaluators have no identifiable criminal background that may make them inappropriate for their Instruction and Evaluation roles with NASAR. Not conducting a criminal background review of these individuals may place the people and property that they have agreed to protect and serve at risk of harm and it may subject other volunteers to unnecessary risk. Consistent vetting of instructors, evaluators and lead evaluators is also important to ensure that during instruction and evaluation that organizations and agencies understand the background of the resources they are receiving.

These guidelines shall not be used to preclude people who are otherwise qualified to perform their desired instruction and evaluation activities in violation of any state or federal civil laws.

Disqualification: A person is disqualified if they are unwilling to submit to a background check, or if they were convicted of any of the following:

1. All sex offenses, regardless of the amount of time since the offense (e.g., child molestation, rape, sexual assault, sexual battery, prostitution, solicitation, indecent exposure, etc.);
2. All offenses involving abuse, neglect, or exploitation of a child, elder, or dependent adult regardless of the amount of time since the offense;
3. All felony violence, regardless of the amount of time since the offense (e.g., murder, manslaughter, aggravated assault, kidnapping, robbery, aggravated burglary, etc.);
4. All felony offenses other than violence or sex within the past 10 years (e.g., drug offenses, theft, embezzlement, fraud, etc.);
5. All misdemeanor violence offenses within the past 7 years (e.g., simple assault, battery, domestic violence, etc.);
6. All misdemeanor drug and alcohol offenses within the past 5 years or multiple offenses in the past 10 years (e.g., driving under the influence, simple drug possession, drunk and disorderly, public intoxication, possession of drug paraphernalia, etc.);
7. Any other misdemeanor within the past 5 years that would be considered a potential danger to children, elders or dependent
adults or is directly related to the functions of that volunteer (e.g., contributing to the delinquency of a minor, providing alcohol to a minor, theft, etc.);

The NASAR background check criteria will not consider convictions that are:

1. Expunged;
2. Committed before the applicant’s 21\textsuperscript{st} birthday which was finally adjudicated in a juvenile court or under a Youth Offender law;
3. Marijuana related violations in states where the Federal, State and Local code are inconsistent with each other and in dispute.

Instructors, Evaluators and Lead Evaluator applicants that meet the disqualification criteria, will have their application and the background findings reviewed by the NASAR Executive Committee within 30 days of receipt of the background report. The Executive Committee will deliberate the information and may report one of the following:

1. The Executive Committee concurs with the disqualification and orders the Executive Director to communicate this to the member;
2. The Executive Committee requires more information to make a decision and orders the Executive Director to perform actions to gather specific information and report back within 30 days;
3. The Executive Committee vacates the disqualification and orders the Executive Director to instate the member.

There is no hearing or appeal process related to the background check process.

\footnote{For the purposes of these criteria, a “conviction” means a plea or verdict of guilty or a conviction following a plea of \textit{nolo contendere}.}

\footnote{For the purposes of these criteria, a “dependent adult” is an adult who cannot protect his or her rights because of one or more significant physical and/or mental impairments.}