



ST. JOHN'S PREP

Vendor/Subcontractor/Volunteer Background Check Policy **CRIMINAL AND SEX OFFENDER BACKGROUND CHECK POLICY**

It is the policy of St. John's Prep ("the School") to minimize the risk of violence and other criminal conduct towards its students, parents, employees, volunteers, and visitors and to comply with all applicable laws. As such, the School conducts criminal and sex offender background checks on all current and prospective employees, current and prospective volunteers, and current and prospective subcontractors/vendors who may have direct and unmonitored contact with children by obtaining Criminal Offender Record Information ("CORI") from the Massachusetts Department of Criminal Justice Information Services ("DCJIS") and Sex Offender Registration Information ("SORI") from the Sex Offender Registry Board ("SORB") and other state and federal sex offender registries.

The School also conducts fingerprint-based state and national criminal history record checks on all current and prospective employees, current and prospective volunteers, and current and prospective subcontractors/vendors who may have direct and unmonitored contact with children by obtaining fingerprint-based Criminal History Record Information ("CHRI") provided by the Massachusetts Statewide Applicant Fingerprint Identification Services ("SAFIS"), through DCJIS. The School may also conduct fingerprint-based state and national criminal history record checks for subcontractors and volunteers who may have direct and unmonitored contact with children by obtaining fingerprint-based CHRI provided by SAFIS through DCJIS.

CORI, CHRI, and other criminal history checks may be part of a general background check for employment, volunteer service, or subcontractor work. The following practices and procedures are general guidelines relative to such background checks.

CORI

Conducting CORI Screening:

CORI checks will be conducted as authorized by DCJIS and MGL c. 6, § 172, after the School obtains a completed CORI Acknowledgement Form.

The School may conduct subsequent CORI checks on an individual at any time within one year of his/her signing of the CORI Acknowledgement Form. After one year, a new CORI Acknowledgement Form must be obtained.

CORI Procedures

Each applicant, employee, subcontractor, vendor or volunteer will be required to complete and sign a CORI Acknowledgement Form in conjunction with any application for employment, volunteer service, or other work with the School. If the School decides to make an offer of employment, volunteer service, or other work, such offer or approval is expressly conditioned upon receipt of satisfactory CORI and/or SORI reports, as determined in the sole discretion of the School.

- Employees and volunteers may also be required to complete and sign a CORI Acknowledgement Form on a periodic basis. This form must be completed within three (3) business days following receipt of the form. Continued employment or volunteer services is expressly conditioned upon receipt of satisfactory CORI and SORI checks, as determined in the sole discretion of the School.
- The School will send a request for SORI to the SORB and other state and federal sex offender registries. The process of obtaining SORI reports can take several days. The School will send a request for CORI to DCJIS. CORI reports are available online, and are usually available immediately after the request is made.
- A SORI report identifying an individual as a level 2 or 3 sex offender will result in disqualification from employment, volunteer service, or other work with the School.
- If a criminal record is received from DCJIS, the information will be closely compared with the information on the CORI Acknowledgement Form and any other identifying information provided by the individual, to ensure that the criminal record belongs to the individual.
- If the information in the CORI record provided does not exactly match the identification information provided by the individual, a determination will be made, by an individual authorized to make such determinations, based on a comparison of the CORI record and documents provided by the individual.
- If a determination is made that the criminal record belongs to the applicant, employee, volunteer, or subcontractor, then a determination of suitability for the position will be made by the School. In determining whether an individual's CORI report is acceptable, the School will consider applicable laws and regulations and the nature of the conviction and/or pending charge information. A conviction or pending charge for certain child-related offenses, such as acts of violence against individuals or property, drug offenses or sexual offenses, as mentioned above, will almost always result in disqualification from employment, volunteer service, or other work with the School. A conviction or pending charge for other offenses may result in disqualification from employment, volunteer service, or other work with the School, as determined within the sole discretion of the School.

CHRI

This policy is applicable to any fingerprint-based state and national criminal history record check made for non-criminal justice purposes and requested under applicable federal authority and/or state statute authorizing such checks for licensing or employment purposes. Where such checks are allowable by law, the following practices and procedures will be followed.

Requesting CHRI Checks

Fingerprint-based CHRI checks will be conducted only as authorized by M.G.L. c. 71, §38R and 42 U.S.C. § 16962, in accordance with all applicable state and federal rules and regulations, and in compliance with M.G.L. c. 6, §§ 167-178 and 803 CMR §§ 2.00, *et seq.* All current and prospective employees, volunteers, subcontractors/vendors who may have direct and unmonitored contact with children (including those employees who regularly provide School-related transportation to children) are required to submit to a CHRI check and will be informed of CHRI requirements and instructed on how to comply with the law, including information on the procedure for submitting fingerprints. In addition, the applicant or employee will be provided with all information needed to successfully register for a fingerprinting appointment (e.g., SAFIS/fingerprint vendor web site address, Provider Identification Number (“Provider ID”).

Volunteers who may have direct and unmonitored contact with children, and subcontractors selected by the School to perform work on School grounds or with students who may have direct and unmonitored contact with children, may also be required to submit to a CHRI check.

CHRI Procedures

- Each prospective or current employee, volunteer or subcontractor whose CORI results did not preclude employment will be required to register and complete the fingerprint process with SAFIS in conjunction with any application for employment with the School. If the School decides to make an offer of employment, such offer or approval will be expressly conditioned upon receipt of satisfactory CHRI reports, as determined in the sole discretion of the School. Volunteers and subcontractors may also be required to register and complete the fingerprint process with SAFIS in conjunction with volunteer services or other work with the School.
- Continued employment is expressly conditioned upon receipt of satisfactory CHRI checks, as determined in the sole discretion of the School. Continued volunteer service or subcontractor work may also be expressly conditioned upon receipt of satisfactory CHRI checks, as determined in the sole discretion of the School.

- If a criminal record is received from DCJIS, the information will be closely compared with any identifying information provided by the individual, to ensure that the criminal record belongs to the individual.
- If the information in the CHRI record provided does not exactly match the identification information provided by the individual, a determination will be made, by an individual authorized to make such determinations, based on a comparison of the CHRI record and documents provided by the individual.
- If a determination is made that the criminal record belongs to the individual, then a determination of suitability for the position will be made by the School. In determining whether an individual's CHRI Report is acceptable, the School will consider applicable laws and regulations and the nature of the conviction and/or pending charge information. A conviction or pending charge for certain child-related offenses, such as acts of violence against individuals or property, drug offenses or sexual offenses, as mentioned above, will almost always result in disqualification from employment, volunteer service, or other work with the School. A conviction or pending charge for other offenses may result in disqualification from employment, volunteer service, or other work with the School, as determined within the sole discretion of the School.



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CORI / SORI Release

St. John's Prep has been certified by the Criminal History Systems Board for access to conviction and pending criminal case data. As a volunteer / subcontractor for the school (Please print name) _____, I understand that a criminal record check will be conducted for conviction and pending criminal case information only and that it will not necessarily disqualify me.

Additionally, the School will conduct a Sexual Offender Registry Information check (SORI) through the Commonwealth's Sex Offender Registry Board. The information below is correct to the best of my knowledge.

Volunteer / Subcontractor Information (please print)

First Name _____ Middle Name _____

Last Name _____

Maiden Name or Alias (if applicable) _____

Place of Birth _____

Date of Birth ____ / ____ / ____ Social Security Number ____ - ____ - ____

Last six digits required

Current Address: Street _____

City _____ State _____ Zip Code _____

Former Address: Street _____

City _____ State _____ Zip Code _____

Mother's Maiden Name _____

Applicant/Employee's Signature _____ Date ____ / ____ / ____

*The above information was verified by reviewing the following form of Government-issued photographic identification.

CORI/SORI Completed by _____ Date ____ / ____ / ____



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Fingerprinting

Massachusetts state law requires all volunteers / sub contractors to complete a fingerprint-based state and national background check. Information on background checks can be found on the Department of Education website.

Consistent with human resource policies, all information will remain confidential and will be reviewed only by those with applicable authorizations.

To schedule fingerprinting, please visit

Other Employee/Staff option fee \$35

Once on the website:

1. Click the Digital Fingerprinting/State Fingerprinting
2. Click "Schedule a new appointment"
3. One the Agency / Sector option: click "Prek-12 grade Education" (ESE)
4. Click "All other School personnel"
5. Put in the SJP provider ID (00710845)