



Mandatory Criminal History Policy & Procedure

This guide will inform how we conduct background checks, the process of ensuring students safety, and the rights all volunteers have.

How we Conduct Background Checks

Milwaukee7 uses a third-party screening company (Backgroundchecks.com) to conduct background searches that look at criminal records from counties, department of corrections (DOC), administrative office of courts (AOC), and offender registries. Also included are national and international terrorism sources and more than 10 million photos. Specifically, in the state of Wisconsin they check the, "Wisconsin Sex Offender Registry, Wisconsin Dept of Corrections, Wisconsin Dept of Corrections - Supplemental - Historical Data (Inactive: 3/19/2013), Wisconsin Admin Office of Courts, and Menominee Indian Tribe Sex Offender Registry."

The records available to our third-party screening company will be different depending on the state.

The search used by backgroundchecks.com is an instant criminal search and is only as accurate as the state, local or federal agency reporting the data. They are limited by the frequency in which each data source updates their records. In general this check is a broader look into a person's criminal history. This search is not as detailed as a county criminal search and should not be used as such. Rather the search "is meant to provide (Milwaukee7) with a more affordable way to include a broad view search at a first step in the screening process".

Process of Ensuring Students' Safety

All criminal history found in the search should not be considered a complete and accurate history of any one individual; hence Milwaukee7 follows the Equal Employment Opportunity Commission (EEOC) guidelines in deciding a volunteer's eligibility. Though Milwaukee7 is not hiring any individuals, the nature of our work, with minors in particular, calls for us to consider the following when allowing a person to volunteer in the program:

- The nature and gravity of the offense or offenses found
- The time that has passed since the conviction and or completion of the sentence.
- The nature of the job held or sought (www.eeoc.gov/)

Milwaukee7 will use these guidelines to decide a volunteer's' level of participation. If a background check on a potential volunteer comes back with any questionable results, the volunteer will be notified via email that the application has been denied along with the appeal process should they wish to appeal the decision.

Volunteers Rights

Milwaukee7 follows the Fair Credit Reporting Act (FCRA) employment report privacy standards when screening volunteers. FCRA standards include:

- Notice and consent prior to the background check
- Notice of negative information before an adverse action is taken (such as refusing a volunteer's application)
- A right to receive a copy of the report
- A right to appeal an adverse decision
- Proper disposal of information included in a report.

Our third party screening company, under the FCRA is also not allowed to use the report run for any purpose other than what it was ordered. In short, a volunteer background check conducted by our screening company gives the volunteer the same rights and privacy protections that employees have (<https://www.privacyrights.org/volunteer-background-checks-without-giving-up-privacy>)

For more information on the obligations Milwaukee7 follows to both protect the rights of their volunteer and the safety of the students utilizing the program see:

<http://www.backgroundbiz.com/docs/Obligations-of-Users.pdf>

Limits of Liability

The background checks conducted by Milwaukee7 for Inspire Southeast Wisconsin only covers the online communication contained within the Inspire system as a part of Career Cruising. Education partners are required to conduct any background checks, in accordance with their own organizational policies, for interactions between students and Inspire volunteers that occurs outside of the Inspire system either virtually or in person, including all GROW.HERE. activities.