

Kiwanis Club of Indianapolis

Policy and Procedures on Criminal History Background Checks

Criminal History Background Checks

To ensure the highest standards of leadership, the Kiwanis Club of Indianapolis requires a clear criminal history background check for all Club Committee Chairs & Members who interact directly with under age youth as part of the eligibility criteria to hold such positions. Additionally, to ensure that adults working with youth are of the utmost moral fiber, the Kiwanis Club of Indianapolis requires a clear criminal history background check for any Kiwanians or nonmembers working on behalf of the club with youth under age 18 (such as club chairs and administrators and their assistants or committee members) and for all adults – both Kiwanians and non-members – registered for, participating in, or staying overnight at any event organized by the club involving youth under age 18.

Successful completion of the background check (a “clear check”) is based on verification that none of the convictions stated in the Kiwanis Club of Indianapolis’ policies as attached or similar thereto have been determined for that person. For club board members, a clear check is necessary to be an eligible candidate and thus must be completed before elections are held. For club appointees, a clear check is necessary before assuming the position. For adults working with youth as stated above, a clear check is necessary prior to arrival at the club event. The club recognizes only its own criminal history background check process as valid*. All background checks shall be reviewed and evaluated by the Club Risk Chair and determined to be clear or not clear, based on the criteria stated in the Kiwanis Club of Indianapolis Policies. The Club President shall be advised if a check indicates a problem or concern that requires further investigation or is determined to be not clear. In either case, the Club Risk Chair shall notify such person.

A check that is not clear causes automatic denial of the right to hold the position or attend the event in question. The Club Board shall have final authority on any denial matter. An individual may receive a copy of his/her background check by requesting it in writing. Background checks are valid for a period of two years. All relevant persons who have not had a criminal history background check conducted and verified as clear within the past two years at any given time are subject to a new check.

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To carry out the club policy on criminal history background checks, the following shall apply:

1. Responsibility for Costs

Each individual subject to a background check shall be responsible to pay the charges. Checks shall be conducted as inexpensively as reasonably possible to assure accurate results. The Club Risk Chair may accept a valid background check from a source other than Kiwanis International recommended vendor at his/her discretion.

2. Convictions that Cause Ineligibility

A criminal history background check is considered "not clear" if it indicates a felony or misdemeanor involving moral turpitude; a felony or conviction or registration of a violent and/or sexual nature, involving any type of abuse of a child, involving threatening or intimidating behavior, or otherwise of a physical nature; or a felony related to larceny or theft. (Examples of such convictions found in Kiwanis International Procedure 197 or determine their own examples)

Other types of felony convictions will be reviewed on a case-by-case basis by the Club Risk Manager. Any conviction legally reversed or overturned by the proper authorities shall not be considered when evaluating the background check.

3. Discipline

Individuals with a background check determined to be not clear will be subject to the following actions:

- A. Current club board members or club appointees will be disciplined as determined by the Club Board, including but not limited to suspension or removal from their position.
- B. Candidates for any club board position or club appointment will be considered disqualified as a candidate for such.
- C. Adults wishing to participate in club youth events will not be allowed to do so.
- D. Conduct unbecoming process may be engaged depending on the convictions identified in the report.

4. Information Security

The Kiwanis Club of Indianapolis will only accept and receive background check reports from a background screening vendor in an encrypted electronic format or other secure format. Storage of authorizations and printed reports are retained and secured with controlled access. Access to screening reports is limited only to Club and Foundation Officers, Board Members, Risk Chair and the Club & Foundation Operations Manager/Coordinator.

5. Record Retention

The Kiwanis Club of Indianapolis will maintain screening reports as part of club records for at least seven (7) years.

6. **Criminal Record Policy**

The Kiwanis Club of Indianapolis will designate a Risk Chair who will have authority to request, review, and advise the Club Board of policy determinations. The Risk Chair may deny a member involvement in a club program or activity based upon a member's criminal record. The Risk Chair will make all initial determinations and the club Board retains final authority for all decisions and may over rule the Risk Chair. The guidelines for the defining the impact of offenses on membership are as follows:

Definitely exclude:

Members convicted of crimes such as sexual violence, violent crimes felony theft, child abuse, child exploitation, child molestation, child seduction, dealing in drugs, possession of child pornography or internet child crimes.

Exclude for a period of time:

Members convicted of crimes such as DUI, theft, simple possession of narcotics and illegal consumption may not be disqualifying after a period of five (5) years.

Do not necessarily exclude:

Members convicted of lesser offenses such as minor moving violations or others that do not necessarily have an impact on volunteering.