

## Community Dispute Resolution Program

### Policies and Procedures Manual

#### **DRAFT** Amendment to Section 6.8 Criminal History Background Checks

6.8.1 A CDRP fund recipient must have a written policy for conducting and responding to reports regarding criminal history background checks for all staff, mediators, and interns. The policy may include such additional persons as board of directors and advisory committee members. A policy must be established no later than March 1, 2010.

6.8.2 All current staff, mediators, and interns working on any activity supported in whole or in part by CDRP funds must have a criminal history background check (CHBC). The CHBC incorporates both an Internet Criminal History Access Tool (ICHAT) and Department of Human Services (DHS) Central Registry (CR) review. ICHAT and CR checks must be completed by March 1, 2010. ICHAT and CR background checks for staff, mediators, and interns whose work is supported by DHS Access and Visitation Grant funding must be completed by September 30, 2009.

6.8.3 After March 1, 2010, all new staff, mediators, and interns working on any activity supported in whole or in part by CDRP funds, must have a CHBC completed prior to their working on any CDRP-funded activity.

6.8.4 Criminal history background checks must be completed for each staff member, mediator, and intern, at a minimum, each three years.

6.8.5 Written documentation reflecting ICHAT and CR results for current staff, mediators, and interns must be maintained and be made available to SCAO for audit review.