

Community Dispute Resolution Program

Policies and Procedures Manual

Amendment to Section 6.8 Criminal History Background Checks

Effective: September 21, 2009

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 May 1, 2010.

6.8.2 All current staff, mediators, and interns working on any activity involving children, supported in whole or in part by CDRP funds, must have a criminal history background check (CHBC). For purposes of this policy, “children” refers to persons under the age of 19 years old. 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 June 1, 2010. At its discretion, a board of directors may extend a CHBC policy to all staff, mediators, and interns, regardless of whether they work on any activity involving children.

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

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.