

The CRUDEM Foundation, Inc.

Background Check Policy

Overview

The CRUDEM Foundation, Inc. (“CRUDEM”) reserves the right to disqualify, or restrict the duties of, any person who seeks to serve as a volunteer at Hopital Sacre-Coeur in Milot, Haiti (“HSC”) if such person has been convicted of certain crimes; pled guilty or no contest to certain crimes; been placed on probation or deferred adjudication for certain crimes; been sanctioned by a professional licensing agency; or if CRUDEM, in its sole discretion, based upon the information before it, otherwise deems such person not qualified or fit to serve as a volunteer at HSC

The background check is one component of CRUDEM’s volunteer application procedure, the objective of which is to screen prospective volunteers to ensure that only qualified and fit individuals serve as volunteers at HSC. Appointment to a volunteer position is subject to a completed application and satisfactory background check. CRUDEM will conduct a background search on all applicants (i.e., prospective volunteers and returning volunteers) including a Criminal Offender Records Inquiry (“CORI”), a sex offender registry check, and a query against the applicant’s professional license(s). If deemed necessary, personal references will be reviewed.

CRUDEM performs independent searches of public records and contracts with an external vendor to conduct CORI checks. Circumstances that will disqualify an applicant from volunteer participation with CRUDEM, and the process used to determine disqualification of an applicant from volunteer participation, are set out in greater detail below. The decision whether to exclude or limit an applicant’s participation remains at all times within the sole and absolute discretion of CRUDEM. Factors to be considered by CRUDEM in making such determinations include the nature and severity of the conduct at issue, and the length of time since the conduct occurred. CRUDEM’s primary concern is to safeguard and protect the interests of HSC and the people it serves

Background Check Process

All prospective volunteers and returning volunteers must undergo the following background check process:

- Complete an application, which includes reference information, professional license information, and criminal history questions.
- Complete a form authorizing CRUDEM and its contractor to undertake a CORI search.
- Complete a form authorizing CRUDEM to undertake a search of relevant databases (e.g., professional license databases, sex offender registries, HHS OIG exclusions database, etc.)

- Providing false information or omitting relevant information on these forms is cause for automatic disqualification of prospective volunteer or dismissal of a current volunteer, regardless of the result of the background search.
- If an applicant could be denied volunteer participation based in whole or in part on information contained in the CORI, professional license or other search results, the individual will receive a Pre-Adverse Action Notice, which will include a copy of the such results (or a link to the relevant public database) and, if applicable, a copy of “A Summary of Your Rights Under the Fair Credit Reporting Act.”

It is the applicant’s responsibility to challenge the accuracy any information CRUDEM obtains from the CORI check, the professional license check or other public databases it queries and to arrange for any corrections to such information. CRUDEM has no control over this information. CRUDEM is not liable to any person or entity for information provided to CRUDEM by its CORI contractor or the databases CRUDEM queries directly.

Once an individual has been accepted as a volunteer, he or she is required to submit updated information as changes occur (e.g., an offense or sanction takes place after the background search has been completed). Every two years, volunteers must submit a revised volunteer application, a revised CORI form and authorize CRUDEM to perform an updated background check. CRUDEM reserves the right to request, at any time, an updated background check for any volunteer if CRUDEM determines, in its sole discretion, that current information concerning such volunteer is needed.

Disqualification From Volunteer Participation

Mandatory Disqualification:

Except as otherwise noted below, the following offenses shall result in the mandatory disqualification of an applicant and the mandatory dismissal of a current volunteer regardless of the date of the offense:

- Any felony offense, regardless of type
- Misdemeanor crime against a child
- Misdemeanor crime involving use of weapons
- Misdemeanor crime involving violence
- Misdemeanor crime involving arson
- Misdemeanor crime of public indecency
- Misdemeanor possession of any controlled substance within last five years, or for other than a first offense
- Suspension of a professional license or other sanction from a professional licensing agency, related to conduct, within the last five years
- Misdemeanor DUI or DWI within the last three years, or for other than a first offense.

Residing at the same premises as a Registered Sex Offender shall also result in the mandatory disqualification of a prospective volunteer and mandatory dismissal of a current volunteer.

Possible Disqualifications:

Other infractions, as CRUDEM may determine at its sole discretion, including theft, fraud, forgery or traffic violations, shall be reviewed by CRUDEM on a case-by-case basis. This includes a first offense misdemeanor DUI or DWI that occurred more than three years ago; and the suspension of a professional license or other sanction from a professional licensing agency, related to conduct, that occurred more than five years ago.

The decision whether to accept a prospective volunteer or retain a current volunteer shall be within the sole and absolute discretion of CRUDEM.

Unresolved Situations:

If there is an open warrant for the arrest of the applicant, or a pending charge with no disposition, that application cannot be approved and the volunteer cannot be placed until the situation has been satisfactorily resolved and the background report updated. If the applicant has already been accepted as a volunteer, the applicant's participation must be suspended pending disposition of the case or resolution of the open warrant.

Confidentiality

CRUDEM will maintain the confidentiality of all background search information, including information regarding disqualification decisions.

Ultimately, the decision whether to allow volunteer participation shall be within the absolute and exclusive discretion of CRUDEM.