

# Nevada Outdoor School

## Criminal History Procedures

The AmeriCorps Program Director **must** follow these procedures for conducting Criminal History checks on all AmeriCorps members and NOS staff:

1. All staff and AmeriCorps members must sign the background check consent, Fingerprint Background Waiver and Notice Pursuant to the National Child Protection Act of 1993 and provide a Government issued photo ID. (Drivers License or Passport)
2. Verify identity through government –issue photo identification (copy and maintain in file). The Director will date and initial the copies of the ID.
3. The selected candidate will sign the “Background Check Policy” form. In this document the candidate understands that this position is contingent upon successfully passing all NSCHC.
4. Determine check types. Does the member have access to vulnerable populations? Select the appropriate NSCHC needed. Members with recurring access to vulnerable populations – children, senior citizens or the disabled – must have a third check **if** they do not live in Nevada when they apply for the position.
5. The Director must perform a nationwide NSOPW (sex offender) immediately upon receipt of permission form TrueScreen. The Director will request the check and TrueScreen will email the candidate to complete the form. The candidate will need to upload a government issue ID and sign all forms electronically. If the member has recurring access to vulnerable populations AND they apply from another state, a background check in their state of residence must be run as well through TrueScreen. If the candidate is a resident of Nevada the NSOPW will suffice for the state of Nevada per CNCS. Once results come in the Director will adjudicate the form as “PASS” or “Not eligible” and must initial and date the form and file.
6. The Director will initiate the FBI background check through Fieldprint. The candidate will set up an appointment where Live Scan is available. For members that live in rural areas they will fill out the request form and Fieldprint will send them via mail two fingerprint cards that the member will use to get their fingerprints done at their local Sheriff’s Office. Once Fieldprint results come in the Director will print the form and circle the CLEARED section, initial and date it.
7. If the member/staff is serving with Nevada Outdoor School the candidate will get an additional Nevada state check here in Winnemucca, the member will go the Sheriff’s Office with an additional fingerprint card with the appropriate codes applicable to NOS on it and a \$20 check for payment. They must then bring that fingerprint card and receipt to NOS for the Director to add the appropriate codes and file. The Director will take a copy of the receipt for proof that fingerprinting was initiated prior to Pre Service Orientation. Fingerprinting **MUST** be initiated prior to PSO! Fingerprint cards are in the back of the locked drawer with the public safety forms. Fingerprint cards must have the codes on them – in black ink. The AmeriCorps Program Director is responsible for mailing all fingerprint cards to the State Public Safety Department, not the member. NOS Nevada State check will come in via mail. The Director will initial and date when the documents were received. Also the Director will determine if it generated any hits and circle that section and circle the date of the fingerprint and date on the generated report. If the

candidate generated a hit, the Director will first check if the candidate disclosed any criminal record. The Director must then consult the individual Host Site background check policies and the CNCS background check policies. Any non disclosed information can make a candidate ineligible. The **service agreement is contingent upon passing all background checks**

8. Once you receive the TrueScreen and Fieldprint results, the AmeriCorps Program Director will submit to Nevada Volunteers the National Service of Criminal History Check Verification Form. The Director will complete the form and submit via <https://nevadavolunteers.org/nschc-secure-form-submission/> . The Director will follow up with Nevada Volunteer on the approval form. Pre-Service Orientation will be schedule after approved by Nevada Volunteers. All forms must be printed and kept in member file.
9. To document and keep everything in order. Fill out the AmeriCorps Nevada Member File Check List provided by Nevada Volunteers.
10. Maintain results, while providing confidentiality. Always have the file cabinets locked.
11. Always document, initial and date!! If it's not documented it didn't happened.

These procedures are critical and must be followed completely or member service hours could be disallowed and the NOS AmeriCorps Program would have to return the money paid to the member, including their education award.