

PEACHTREE RIDGE BAND BOOSTERS ASSOCIATION CRIMINAL HISTORY RECORD REQUEST PROCEDURES

PROCEDURE NAME: Criminal History Record Request

OWNING COMMITTEE/BOARD SEAT: Secretary

LAST REVISION DATE: July 16, 2004

The PRBBA requires that all potential independent contractor band staff members who will receive payments from association funds shall provide proof of a satisfactory background check by requesting a Criminal History Record to be submitted to the PRBBA prior to acceptance as an independent contractor. Failure to provide this information or an unsatisfactory report will prohibit PRBBA from retaining and/or paying that individual for contractor services.

The PRBBA also requires that all individuals who will be chaperoning overnight trips provide proof of a satisfactory background check by requesting a Criminal History Record to be submitted to the PRBBA prior to attending an overnight trip. Failure to provide this information or an unsatisfactory report will result in the individual not being allowed to chaperone overnight trips.

PROCEDURES:

- The fee for obtaining a Criminal History Record will be paid for by the PRBBA for potential contracted band staff members only. Chaperones will be asked to pay the fee to obtain their records.
- Individuals who are employed by the school system or another government agency that requires background checks for employment may provide a copy of their employee identification as proof of their background check.
- The PRBBA Board of Directors will establish the guidelines and procedures for Criminal History Records.

PROCEDURE STEPS:

Notification:

- The Director of Bands will provide the names of all potential contracted staff members to the PRBBA and notify those individuals of the requirement to submit to a background check.
- The Chaperone Committee Chairman will notify chaperones of the requirement to submit to a background check as a prerequisite in order to chaperone overnight trips.
- The Chaperone Committee Chairman will provide the names of chaperones for overnight trips to the Secretary two weeks in advance of the trip so their records can be verified or background checks requested prior to the trip.

Criminal History Request Form:

- Individuals who are subject to this background check may go to a local police department location and submit their request. Once the individual receives the background check it should be placed in an envelope addressed to the PRBBA Secretary, marked "CONFIDENTIAL", and then given to the Secretary or placed in the lock box in the band room.

- The PRBBA Secretary will have Criminal History Request forms available for staff members and chaperones to complete. If the individual would like the Secretary to process the form with the local police department, the individual should complete the Consent Form allowing the Secretary to receive their background report and provide a copy of their driver's license. The Consent Form must be notarized. Each chaperone should give the Secretary \$10 to pay the local police department for the processing fee. The Secretary will request a check from the Treasurer to cover the cost of the staff member reports.
- Two PRBBA Board members will review background reports for any chaperones whose Criminal History Report shows a felony record. Upon concurring that the record is reason for denial of permission to serve as an overnight chaperone, the PRBBA Secretary will notify the PRBBA President. The PRBBA will notify the individual whose background check is reason for denial of overnight chaperoning.
- In the case of potential independent contractor band staff members, the PRBBA Secretary will immediately notify the Director of Bands of any Criminal History Report with a felony record. The Director of Bands will give the PRBBA Secretary a signed statement authorizing or denying the services of the potential staff member. If the background check is reason for denial of independent contractor status for purposes of providing services to the PRBBA, the Director of Bands will notify the individual.

PROCEDURE CONTROL AND AUDIT

- The information received will be kept in strict confidence in a file maintained by the PRBBA Secretary and will only be available for review by those individuals indicated in the Criminal History Record Request Procedures. The Secretary will assign a control number to the Criminal History Reports that will be used in correspondence to assure the confidentiality of the individual's records.
- The chaperone reports will be available for review only by designated members of the PRBBA Board of Directors: the President, 1st Vice President, and Secretary.
- The potential staff member reports will be available for review only by the Director of Bands and the PRBBA Secretary.
- The Secretary will blackout the Social Security numbers on the forms after receiving the history from the police department to assure the confidentiality of that information.
- The designated PRBBA Board Members who have access to the reports will be required to have a satisfactory background check on file.
- Reports will be reviewed prior to each overnight trip to verify that all staff members and chaperones have satisfactory background checks on file.
- A background check will be valid for one year. At the end of that one-year period the PRBBA Secretary will shred the background check reports so that only current reports are kept in the file.
- The PRBBA reserves the right to require background checks on a more frequent basis.