

## Background Checks

**Purpose:** The purpose of this policy is to enable the Pajarito Environmental Education Center (PEEC) to confidently use the talents, abilities and expertise of any employee, contractor, or volunteer without compromising the safety and well-being of any other employee, contractor, volunteer, or any individual participating in PEEC activities.

**Scope:** This policy applies to all personnel acting in an official capacity for PEEC, whether as a paid employee, contract laborer, volunteer, board member, or in any other capacity, and at any location where official PEEC activities are taking place. Exception of this policy is limited to one-time presenters who are supervised at all times by a background-checked PEEC representative; performers who are licensed and bonded; employees of licensed and insured entities who may be engaged in contracted work for PEEC or at the nature center; or any minor under the age of eighteen (18) years.

### Policy:

PEEC shall:

- A. Conduct an initial background check using a professional service.
- B. Re-investigate each person covered by this policy in the event they have moved away from Los Alamos for a period of 6 months or more.
- C. Not engage any new person as an employee or the responsible person for a PEEC event until the results of the background check have been received.
- D. Record in PEEC's database the date the background check was completed with acceptable results.
- E. Bear all the costs associated with PEEC required background checks.
- F. Ensure confidentiality with any information provided to PEEC staff regarding background checks.
- G. Ensure the information received through the background check will be used only for the purposes identified in this policy.

Any person with a history of violence or inappropriate conduct with children will not be engaged in any capacity at PEEC, pending the result of an individualized assessment. As part of the individualized assessment, PEEC will consider the nature and circumstances of the offense(s), employment history before and after the offense, the relation of the offense to the potential work at PEEC, rehabilitation efforts, character references, whether an individual is bonded, and the time that has passed since the offense.

Any person with a background check finding shall be required to provide a written statement to the offense and provide adequate and appropriate documentation supporting rehabilitation, completion of court requirements, or court dismissal of charges. PEEC reserves the right to deny employment, representation, or ability to volunteer to any individual on the basis of a background check finding.