



Fingerprint-Based Background Checks

1. Purpose

To ensure the safety, integrity, and public trust of the organization by conducting thorough background screenings of all personnel through FBI fingerprint-based checks.

2. Scope

This requirement applies to:

- All new applicants
- Existing members (periodic re-checks if required)

3. Policy

All members must successfully complete an FBI fingerprint-based criminal history check within 30 days of application.

4. Procedure

4.1 Submission

Applicants must submit fingerprints through an FBI Fingerprints www.edo.cjis.gov
Results mailed to HEARTLAND FSAR Attn: Mary 1075 Opossum Bend Rd Hyden KY 41749

4.2 Authorization

Applicants must sign a consent and disclosure form authorizing the background check.

4.3 Processing

Fingerprints are submitted to the Federal Bureau of Investigation (FBI) for a national criminal history check.

4.4 Review

Results are reviewed by a designated Background Review Officer or committee.

Determinations are made based on:

- Nature of offense
- Time since occurrence
- Relevance to CSAR duties

5. Disqualifying Criteria

Disqualification may include, but is not limited to:

- Violent felonies
- Sexual offenses
- Crimes involving abuse, exploitation, or endangerment
- Active warrants or ongoing criminal cases

6. Confidentiality

- All background check results are confidential.
- Records are stored securely and accessed only by authorized personnel.
- Information is not shared outside the organization unless required by law.

7. Compliance

- Failure to complete the fingerprint check = ineligibility for operational status.
- Members may be suspended or removed for falsification or disqualifying findings.

8. Rechecks

- Optional: Require re-screening every 3–5 years or after a significant incident.

9. Appeals Process

- Members may appeal decisions in writing within ten (10) days).
- The board will review the background check, the appeal request and may ask questions to the member and the leadership staff.
- A final decision will be required within ten (10) business days of receiving the appeal.

10. Legal Considerations

Ensure compliance with:

- State laws governing nonprofit background checks
- Fair Credit Reporting Act (if using third-party screening services)
- Equal opportunity and nondiscrimination policies