

Guidelines to Performing a Thorough Background Screening

(Please review before completing the Customer Service Agreement)

Check List:

A thorough background screening involves more than a criminal background check. Please review the following list and mark off each step before proceeding to the online background check.

A comprehensive background screening involves:

- a. Written Application **Date Completed** _____
- b. Face to Face Interview **Date Completed** _____
- c. Reference Checks **Date Completed** _____
- d. Multi-State Criminal Background and Sexual Offender Registry Check via Trak-1 Technology.

Introduction to National Criminal Background Checks:

The Mississippi Conference of the United Methodist Church has entered into a relationship with Trak-1 Technologies to provide low-cost national background checks to every church and church related agency within the boundaries of the annual conference. These background checks are available via a link on the conference web page. For as low as \$9.00 per person, every local church has the ability to run a multi-state criminal and sexual offender search plus a social security trace which will verify the person's identity. For a slight increase in price a Motor Vehicles check can also be run to inform you of the driving record of those transporting persons within your congregation and community.

TRAK-1 PRODUCT DESCRIPTION:

❖ Broadscreen Criminal Search

- What does "Broadscreen" mean?
 - Trak-1 pulls this particular criminal background information from a broadscreen national background database. The information contained in this database is supplied on a voluntary basis from local municipalities and agencies throughout the nation. The information that is available to us is the information that has been downloaded in this database. Only convictions occurring within the last 7 years and entered as a part of this particular database are included in the national criminal background check offered by Trak-1. This database information is gathered from 44 States (including D.C.) Non-Covered States Include: Colorado, Delaware, Massachusetts, South Dakota, West Virginia, and Wyoming. The unavailable states may be researched via the Statewide Manual or Statescreen product at a higher cost than the Broadscreen product.

❖ **TrakDown - Social Security Trace** (*Included in all packages*)

- What is a Social Security Trace?
 - Using the SSN of your applicant, Trak-1 validates the applicant's identity; the date of birth, the name of every person associated with the SSN and extracts the history of previous addresses for the past 7 years. **Manual Statewide Criminal Search**
- What does Statewide mean?
 - Trak-1 utilizes "runners" who've they employed throughout the United States who literally goes to the State's repository and physically pull records. This is a single state search. Keep in mind that the actual court documents may only contain "conviction" records as opposed to "arrest" records. Sometimes particular arrest records are reported pending on the state and data entry clerk who archives such records. Only convictions occurring within the last 7 years and stored in the repository are available to the runner for pulling the data. This particular search takes anywhere from 24 – 72 hours, but is more thorough than the Broadscreen database search.

Questions and Answers:

- ❖ When do I perform a Broadscreen Criminal Search?
 - This should be the default search you perform for each applicant.
- ❖ When do I perform a Manual Statewide Search?
 - The basic broadscreen criminal background check can be supplemented with further state specific searches for any individual in the event that we have any reason or information that indicates a need for it. Of course, if we have such information, we need to take the next step and do the more extensive background check, as well as checking on the information through our other screening methods.
 - For example: if your applicant has lived in a state that is not covered in the broadscreen it may be uncovered in the "*Child Protection "Broadscreen" Package*". This particular package includes a Social Security Trace that list previous addresses of the applicant for the past 3 years.
 - You may want to perform both to make certain to initiate a thorough screening.
- ❖ Are we still liable if we run a background check, it comes back clear, and the person has a criminal record that was not uncovered?
 - No, as long as we are doing what is reasonable and prudent given the information that we have been given. We cannot, and don't have to, be so complete in our screening processes that we uncover every possible conviction of every single thing. Doing what is reasonable in today's world includes doing the criminal background check, checking references, interviewing, and a written application. However, reasonableness does not

push us to the level of being guarantors of the veracity and completeness of every background check. No child or youth serving organization can be such a guarantor.

To Participate You Have Two Options:

Option #1: To run background checks at the local church:

1. Decide who will receive background consent forms, run the checks, and disseminate any pertinent information that may be found on such a check.
2. Locate a locked and secure location for the consent forms and report summaries to be stored. Decide who will have access to this information. This information needs to be kept for at least seven (7) years.
3. Using the conference web site link, simply fill out the downloadable service agreement and fax it to Trak-1. Upon its receipt, you will be given the information you need to begin running background checks. You can pay for each background check that is run using a credit card or by requesting a monthly billing statement.
 - a. To download the service agreement, go to www.mississippi-umc.org
 - b. Click on "resources".
 - c. Click on "background checks"
 - d. Click on "service agreement"
4. In accordance with federal and state laws, a written consent is needed to run a background check on any person, whether for the purposes of employment or volunteer service. This form is available on the conference web site as part of the Trak-1 materials.
 - a. To download the consent form, go to www.mississippi-umc.org
 - b. Click on "resources".
 - c. Click on "background checks"
 - d. Click on "consent form"

Option #2: To utilize the services of the conference office:

1. Simply fill out the background consent form, print off product description sheet with check marks next to each product including the number of screenings and enclose a check for total of all packages made payable to Mississippi Conference and send your form to the Conference Office in care of Rev. Michelle Foster.
2. Rev. Foster will run the criminal background check and supply to the head pastor of the local church or agency the summary report once the check is completed. All consent forms and reports will be held at the conference office in a locked and secure location. Rev. Foster will be the only one to submit and receive and review any and all information received and returned from Trak-1.

Package Selection/Pricing:

<p><u>CHILD PROTECTION PACKAGE <i>INSTANT!</i></u> <u>Broadscreen Criminal Search</u></p> <ul style="list-style-type: none"> • <u>Multi-State Criminal Search</u> – includes 45 states plus Washington D.C. Non-covered states currently include Colorado, Delaware, Massachusetts, South Dakota, West Virginia & Wyoming. Please note that criminal records may be available in these states through manual state or county searches. • Colorado search is available at an additional charge. • <u>National Sexual Offender Search</u> – includes 50 states plus Washington D.C. • <u>Office of Foreign Asset Control (OFAC)</u> – detailing any economic sanctions against countries and individuals such as terrorists, narcotics traffickers, and those engaged in activities related to the proliferation of weapons of mass destruction. • <u>FBI Wanted Fugitive Search</u> – full report detailing FBI searches obtained on the applicant. <p><u>TrakDown – Social Security Trace</u></p> <ul style="list-style-type: none"> • Using the SSN of your applicant, we provide a history of previous addresses, date of birth, and names for every person associated with that SSN. 	<p>\$9.00 per applicant</p>
<p><u>CHILD PROTECTION PACKAGE PLUS <i>INSTANT!</i></u> <u>Broadscreen Criminal Search</u></p> <ul style="list-style-type: none"> • <u>Multi-State Criminal Search</u> – includes 45 states plus Washington D.C. Non-covered states currently include Colorado, Delaware, Massachusetts, South Dakota, West Virginia & Wyoming. Please note that criminal records may be available in these states through manual state or county searches. Colorado search is available at an additional charge. • <u>National Sexual Offender Search</u> – includes 50 states plus Washington D.C. • <u>Office of Foreign Asset Control (OFAC)</u> – detailing any economic sanctions against countries and individuals such as terrorists, narcotics traffickers, and those engaged in activities related to the proliferation of weapons of mass destruction. <p><u>FBI Wanted Fugitive Search</u> – full report detailing FBI searches obtained on the applicant.</p> <p><u>TrakDown – Social Security Trace</u></p> <ul style="list-style-type: none"> • Using the SSN of your applicant, we provide a history of previous addresses, date of birth, and names for every person associated with that SSN. <p><u>Motor Vehicle Report (MVR)</u></p> <ul style="list-style-type: none"> • MVR reports are <i>instant</i> in most states, but can take up to 48 hours in others. A faxed copy of the applicant’s consent may be necessary. <i>MVR state fee guide available upon request but is subject to change. Additional state mandated access fees apply.</i> 	<p>\$14.50 per applicant plus state MVR access fees.</p>
<p><u>Manual Statewide Criminal Search <i>24-72 hour turnaround</i></u> Single Statewide Criminal Search - Includes criminal history information from selected state operated repository where available. State access fees may apply.</p>	<p>\$8.00 per applicant. You can add this to your packages if needed.</p>