

Policy Title: Criminal Background Checks

Policy Statement: *Qualified Provider* will comply with DDS requirement for criminal background checks for all employees who will have direct and ongoing contact with individuals and families who receive services or supports from the Department. Such review and documentation shall be completed before a final offer of employment is extended.

Purpose Statement: *Qualified Provider* is committed to follow the DDS requirements for criminal background checks and will follow the procedures outlined below.

Definitions: List of Criminal Offenses Requiring Special Review:

The offenses listed below generally represent felonies.

Arson	Risk of injury to a minor		
Conspiracy	Assault & Related Offenses	Burglary & Related Offenses	Child Pornography
Forgery & Related Offenses	Cruelty to Persons	Domestic Violence	Drug Offenses
Kidnapping & Related Offenses	Fraud	Harassment	Homicide
Sexual Offense	Larceny, Robbery & Related Offenses	Manslaughter	Perjury & Subordination
Weapons Violations	Stalking	Threatening	Unlawful Restraint

Agencies subject to Section 46a-80 of the Connecticut General Statutes (CGS) shall comply with its provisions. All employers are encouraged to follow the public policy outlines in Section 46a-79 CGS. If an individual with a conviction history is employed after application of the listed employment review factors, the agency must maintain documentation that the issues raised were successfully addressed as outlined in Procedure #4 below.

Procedures:

1. *Qualified Provider* shall obtain a thorough, accurate and up-to-date criminal history record for each potential employee covered by the policy and that wherever possible this history shall be based upon a biometric/fingerprinting analysis conducted by the Department of Emergency Services and Public Protection Division of State Police.
2. All personnel files for new employees will indicate that the documentation and review of criminal history record was performed. Administrative files shall contain the results of the criminal background history record review.
3. All employment applications shall require that an applicant disclose past convictions. All employment applications shall include a statement that falsification of information regarding past convictions will disqualify the applicant from employment.
4. Any decision to hire an applicant with a history of convictions must be approved in writing by the Private Agency Administrator or designee. The administrative file shall document the rationale for approval and shall note any special restrictions or requirements for supervision necessary to assure the safety of individuals and families who receive services or supports from the Department.
5. In the event that a prospective employee has a conviction history other than those crimes which are prohibited from authorization for DDS payment listed above, the Private Agency Administrator or designee must review the following factors prior to making a decision to hire or not hire the applicant:
 - a. Applicant's age at the time the offense was committed.
 - b. Mitigating factors at the time the offense was committed (substance abuse, self-defense, etc.).
 - c. Number of offenses for which the individual was convicted.
 - d. Efforts and success at rehabilitation
 - e. The amount of time since the offense was committed.
 - f. The likelihood the offense will be repeated.
 - g. Individual's employment related references (history) since committing the offense.

- h. The relationship between the job and the offense committed.
- i. The training, structure and supervision available on the job.