



## ***BACKGROUND CHECK POLICY***

An initial background check is required for all adult Forge Evolution employees, volunteers, and Board members. Subsequent background checks will be completed every 5 years. Adult volunteers and Board Members are responsible for the fee to cover the cost of the background check. Forge Evolution will conduct the background checks through a third party contractor. The background check request form may be downloaded from the Forge Evolution website or obtained from the Forge Evolution staff.

Forge Evolution evaluators consider the following criteria, in addition to the information set forth in the daycare licensing statute, C.R.S. § 26-6-108:

- Criminal record must be free of felony convictions that are reasonably related to the position applied for. Any crimes committed must be immediately reported to Executive Director or Vice Chair.
- Criminal record must be free of the following misdemeanor convictions:
  1. Crimes involving physical violence, including, but not limited to, abuse of children or the elderly, abduction, including kidnapping, manslaughter, murder, robbery, sexual crimes, assault and/or battery.
  2. Crimes against property, including, but not limited to, arson, theft, larceny, burglary, and trespass.
  3. Crimes showing dishonesty, including, but not limited to, fraud, deception of financial exploitation of any person or business.
  4. Crimes involving drugs, including, but not limited to, unlawful possession or distribution, or intent to distribute unlawfully Schedule I through V drugs. (Please note that if a person is in a drug rehabilitation program, he/she may be protected under the Americans with Disabilities Act. The person can't be actively using drugs.)
  5. Crimes involving firearms or weapons, including, but not limited to, the unlawful concealment, possession, and/or use.

***Adopted by the Forge Evolution Board of Directors on May 1, 2021.***