

Effective Date of Policy: 10/23/2012
Date Last Amended: February 1, 2026
Date Last Reviewed: February 1, 2026
Next Review: 9/30/2026

B.2.24 Criminal Background Check

Purpose

Ronald McDonald House Charities (RMHC) of Greater Chattanooga is committed to providing families with a safe, secure, and welcoming environment. To protect guests, volunteers, staff, and property, RMHC will not knowingly permit individuals convicted of crimes of violence, child endangerment, or other serious offenses that pose a risk to others on its property.

Scope

This policy applies to:

- All RMHC staff
 - Weekend managers
 - Board members
 - Contractors who regularly perform work within the building
 - Families staying at the Ronald McDonald House
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Background Check Requirements

- **Staff:** Must complete a criminal background check prior to initial employment.
- **Weekend Managers:** Must complete a criminal background check prior to their first shift.
- **Board Members:** Must complete a criminal background check before the start of their term.
- **Contractors:** Any individual contracted to regularly perform work within the building must complete a criminal background check prior to their initial presence on the property.
- All background checks must be completed at least every **five years**.

Family Screening

- RMHC relies on hospital social workers to evaluate family suitability for communal living before referral.
 - During check-in, families must complete and sign a **Criminal Disclosure Form**.
 - RMHC will check the **National Sex Offender Public Website (NSOPW)** for each adult over 18 years of age.
 - Additional background checks may be conducted if warranted.
 - False statements on the Criminal Disclosure Form may result in eviction and denial of future RMHC services.
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Decision Authority & Appeals

- RMHC reserves the right to refuse access to individuals convicted of crimes against children or other serious offenses that may pose a risk.
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Cost Responsibility

- RMHC will cover the cost of background checks for staff and weekend managers.
 - Board members and contractors are responsible for their own background check costs unless otherwise approved.
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Compliance & Enforcement

- This policy supports RMHC's eligibility for insurance coverage related to abuse and molestation prevention and aligns with best practices for non-profit risk management.
- RMHC reserves the right to refuse access or remove individuals from the property if they pose a risk to residents, volunteers, staff, or RMHC property.
- All background check data will be stored securely, accessible only to authorized personnel.

See Also:

- B.1.8 Non-Discrimination Policy
- B.2.2 Liability
- B.2.26 History of Child Abuse
- B.2.27 History of Domestic Violence