

# **ATJA Background Screening Procedures:**

## **General**

All members that need to be screened, as identified by the ATJA Board of Directors, must do so through the commercial company, doing business as SSCI. Appropriate forms and instructions can be found on the ATJA web site. Post Office Box number addresses will not be accepted and SSCI is instructed to return such applications.

To insure privacy, all reports from SSCI will be mailed directly to the Chief Screener at his or her home address. No report information will be received from SSCI by any other representative of ATJA nor will there be any reporting of screening information to a National Office or ATJA officer or staff member. SSCI will not report any Social security numbers in their reports to ATJA.

The Chief Screener will be a member of the Ethics Committee, appointed by the Ethics Chair and will chair the Background Screening Review Committee. The Background Screening Review Committee is a sub committee of the Ethics Committee and will be composed of a minimum of three members appointed by and including the designated Chief Screener. Only the Chief Screener need be a member of the Ethics Committee. This sub committee will always be composed of an odd number of members.

Reciprocity with other organizations will be dependent on the screening source being SSCI. A copy of the SSCI report, that was completed for another organization, is to be provided to the Chief Screener by the member. A letter or other means of communication from another organization attesting to the SSCI screening pass for a common member will not be accepted. Only a copy of the original SSCI screening report will be accepted. The USJA membership card may be accepted if it includes the screening date and shows no evidence of tampering. The Chief Screener, at their discretion, may request a copy of the original report. This USJA membership card or reciprocity screening report is necessary and it is only valid for four years beyond the original screening date.

## **Screening Process:**

### **If there is no record reported by SSCI, the Chief Screener will:**

1. record the member's name, address, DOB, member number and Date of Screening.
2. immediately shred the written report.
3. notify the member in writing that the screen has been successful and will be valid for four years from the screening date.
4. all records are kept by the chief screener.

**If there is a record of any crime, misdemeanor or felony, reported by SSCI, the Chief Screener presents it to the Background Screening Review Committee and notifies the member that an event has appeared that may disqualify them. A copy of this letter will be sent to the Chair of the Ethics Committee. The Background Screening Review Committee will:**

1. determine if the record ( misdemeanor or felony ) involves :
  - a. crimes against children
  - b. sexual abuse, rape, pedophilia or assault
  - c. crimes of violence
  - d. drug and /or alcohol related crimes
2. refer the case to the Ethics Committee for investigation, if the record involves the above mentioned categories.
3. refer the case to the Ethics Committee for investigation, if a felony is included in the record unrelated to the above categories.
4. make a judgment based on the record presented as to whether they feel the member is a danger to others.

The Background Screening Review Committee makes their decisions on a case by case basis, with the screening procedures as their guidelines. A screening clearance may be given with certain restrictions, directions and/or future re-screening requirements imposed. An applicant member may also be denied screening for cause and be referred to the Ethics Committee for investigation. A report of said investigation would be presented to the Board of Directors along with the Committee's recommendations. The Board of Directors makes the decision regarding forfeiture of membership or continued membership through exemption from the Ethics guidelines of ATJA.

All actions by the Background Screening Review Committee (sub committee) , may be appealed directly to the Board of Directors.