CASA for York County

Screening Policy

All persons associated with CASA for York County, whether an employee, volunteer, or board member, will complete:

1. An application for the position they wish to hold.
2. Background checks including:
3. National/State criminal database check, including a Social Security number verification and criminal records from the court jurisdiction in which the person currently resides and works.
4. National/State sex offender registry check.
5. CPS (Child Protective Services/abuse neglect) registry check.

For all prospective employees and volunteers, CASA for York County will also secure:

1. County/State criminal records for the previous 7 years if the prospective employee/volunteer has lived in another county and that jurisdiction is not covered by the national criminal background check.
2. A child abuse registry (CPS) check, where permissible by law, in any state which the person has resided the previous 7 years.

In addition, all prospective employees and volunteers will complete:

1. An in-person interview with CASA for York County personnel
2. A minimum of 3 (unrelated) reference checks. (NOTE: Reference checks will also be completed on board applicants if they have not already been recommended (or if they are not known) by current board members.
3. DMV (Dept. of Motor Vehicles) check.

Employee and Volunteer applicants will be rejected by CASA for York County if the applicant refuses to sign the release of information background check forms for any of the checks.

CASA for York County will repeat the record checks at least every four years.