

BACKGROUND CHECK DECISION MATRIX

This guideline is for informational purposes only and is not for the purpose of legal advice.

<i>Type of Offense</i>	<i>Severity of Offense (Felony/Misdemeanor)</i>	<i>Time Frame Since Completing Sentence/Probation/Parole</i>	<i>Recommended Action</i>
Offenses against people (e.g., murder, manslaughter, sexual assault, assault and battery)	Felony	Anytime	Decline
	Misdemeanor	Anytime	Decline
Offenses against property (e.g., theft, forgery, criminal trespassing, worthless checks, credit card fraud, shoplifting, gun possession)	Felony	Within 5 years	Decline
	Felony	Over 5 years	Evaluate evidence of rehabilitation (e.g., successfully holding other jobs) and relationship of offense to the position. Consider engagement.
Offenses against property (e.g., theft, forgery, criminal trespassing, worthless checks, credit card fraud, shoplifting, gun possession)	Misdemeanor	Anytime	Evaluate evidence of rehabilitation and relationship of offense to the position. Consider engagement.
Drug offenses	Distribution, sale, trafficking, manufacture of drugs	Anytime	Decline
		2 years	Decline
	All other drug offenses	2-4 years	Evaluate evidence of rehabilitation and consider engagement.
		Over 4 years	Engage
Driving offenses Note: Only relevant to assignments which require driving Note: Any instance of a suspended license must be evaluated on a case-by-case basis, regardless of time frame		Less than 2 years	<ul style="list-style-type: none"> • Any offense of DUI: decline • Multiple offenses of speeding, reckless driving, etc.: decline • Non-moving violations: engage • Evaluate all other offenses on case-by-case basis
		2-4 years	<ul style="list-style-type: none"> • Single offense of speeding: engage • Multiple offenses of speeding or single offense of DUI: decline • Multiple offenses of DUI: decline • Motor vehicle homicide: decline
		Over 4 years	Any offenses except multiple DUI: engage
Non-verifiable background information	Cannot obtain 5 years of verifiable background information through reasonable means	N/A	Decline

Important: Do not engage any applicant who is dishonest on an application.