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| **MONTCALM CARE NETWORK****611 North State Street, Stanton, MI 48888** |
| SUBJECT: Criminal Record Check | Section: 7251 |
| Effective Date: May 25, 1999 | Revised Date: December 19, 2023 |

All prospective employees are required to sign an Authorization to Check Criminal History prior to employment with the Agency and provide truthful information about their criminal history. All employees are also subject to criminal record checks periodically as determined by the Agency, minimally every 2 years. These criminal record checks employ legitimate external data sources such as the Michigan State Police Criminal Database (ICHAT), National Sex Offender Public website, Michigan Sex Offender Registry, and MDHHS Central Registry clearance.

Though not used as a sole criterion for exclusion from employment, prospective employees may be excluded from employment selection if convicted of a felony or other less severe criminal history depending on the specific circumstances of the conviction and with consideration of potential continued risk of harm to consumers, co-workers, the Agency or community. Employees convicted of criminal conductafter their official hiring date are subject to disciplinary action up to and including discharge.