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| **MONTCALM CARE NETWORK PROCEDURE 611 North State Street, Stanton, MI 48888** |
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| SUBJECT: Criminal Record Check | Section: 7251A |
| Effective Date: October 28, 2003 | Revised Date: October 28, 2008 |
| Version: 2 | Status: Current |

Employment guidelines related to criminal history:

Depending on the specific circumstances of the conviction and consideration of potential continued risk of harm to consumers, co-workers, the Agency or community, perspective employees may be excluded from employment selection and current employees may be immediately terminated for any of the following criminal convictions:

1. Conviction related to the exploitation of vulnerable persons
2. Conviction for the abuse or neglect of vulnerable persons.
3. Conviction for criminal sexual conduct.
4. Conviction for a violent or potentially violent crime including criminal stalking.
5. Conviction of a felony within the last seven (7) years.
6. Any conviction of crimes involving the use, possession or sale of illegal or controlled substances within the last five (5) years.
7. Conviction of a felony or misdemeanor involving theft or other misappropriation of funds or property within the last five (5) years.
8. Conviction of crimes related to more than one criminal occurrence.within the last five (5) years.