



**St. Croix County, Wisconsin**  
**Volunteer Medical Reserve Corps**  
**Background Investigation Policy**



**Effective Date: 7/18/2012**

## **Policy**

All Saint Croix County Medical Reserve Corps (MRC) volunteer applicants will complete a criminal record request form as part of the application process. Information contained on this form is considered confidential.

## **Purpose**

As members of the Saint Croix County Medical Reserve Corps operates under the auspices of the Saint Croix County Government Health and Human Services Department. These record checks protect the citizens in the community as well as other members of the MRC and employees of the county.

## **Procedure**

1. All applicants/potential volunteers shall be provided with a criminal background investigation request form for completion as part of the application process and return it to the Saint Croix County MRC Coordinator. Refusal to complete the criminal background investigation request form will lead to permanent rejection of your MRC application with no further appeal permitted.
2. The services of a potential volunteer shall be evaluated on a case-by-case basis for violations that may show on a criminal record check.
3. The following violations constitute grounds for denial the volunteer application to the Saint Croix County MRC. The services of an applicant **shall not** be accepted if the criminal record check shows :
  - a. Registration as a sex offender
  - b. Conviction of a felony
  - c. Conviction of a misdemeanor in the past 5 years
  - d. Conviction of a criminal violation in the past 2 years
  - e. Conviction of drug or alcohol related offense in the past 5 years
  - f. Current Emergency Protective Order (EPO) or Domestic Violence Order (DVO) in force
4. If situations are warranted, a volunteer may be evaluated in the future for violations defined by this policy.
5. **Appeal:** Any volunteer whose services are rejected as a result of information received from the criminal record check may appeal such decision if the volunteer believes the decision was based on inaccurate information.