



# SKAMANIA CO.

F A I R B O A R D

FAIR + TIMBER CARNIVAL + BLUEGRASS FESTIVAL

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## FAIR BOARD BACKGROUND CHECK POLICY

### Purpose

The Skamania County Fair Board is committed to the protection of all persons who are associated with our organization and the events we produce; including board members, staff, volunteers and guests.

The nature of our events dictate that a volunteer may be assigned to multiple tasks, and as such have direct or indirect, repetitive contact with children or vulnerable adults. Further, volunteers may be assigned to tasks that involve handling money in an unsupervised position. By processing initial, and if need be additional, background checks the Skamania County Fair Board can help reduce risk of criminal activities.

### Policy

The Fair Board shall conduct criminal background checks against all prospective board members and volunteers.

The background check will be processed through the Washington State Patrol at least ten (10) days prior to the board member or volunteer's first day of service.

Background check findings shall be reviewed in a fair, impartial and confidential manner. Because the Skamania County Fair Board's priority is safety of members, staff, volunteers and guests, certain actions and convictions for certain crimes will serve to automatically disqualify prospective members and volunteers. A person will be ineligible for service as a board member or volunteer if the person:

1. Refuses to consent to a criminal background check
2. Makes a false statement in connection with such criminal background check
3. Is registered, or required to be registered on any sex offender registry
4. Has been convicted and served time for a felony involving the physical assault or battery of another person

With respect to crimes not listed above, a prospective board member or volunteer with other listed convictions shall be evaluated to determine whether they should be excluded from consideration based on the following:

1. The nature and gravity of the offense, and the time that has passed since the offense or completion of sentence
2. The facts and circumstances surrounding the offense or conduct
3. The age of the individual at the time of the offense or date of conviction
4. The nature of the volunteer service sought
5. Employment or character references and any other information regarding the prospective volunteer's fitness for a particular position

Additional background checks may be completed on existing board members or volunteers if five years or more have passed since the initial background check was processed.

### Record Keeping

The Skamania County Fair Board shall handle record keeping of background checks as follows:

- Processed background checks are confidential. These documents will be stored in a locked cabinet, with the board member or volunteer's application, in the Fair Board office.
- Records will be destroyed (via shredding) one year following the board member or volunteer's last day of service.
- Board members and volunteers are entitled by law to a copy of their background check results. They may obtain this by requesting a copy via the Fair Board President or their designee.