

Sterling Municipal Band Background Checks Policy

There are two types of background checks:

- 1) The first is the most involved process requiring a drivers license, a completed Regional Office of Education (ROE) finger print document, a photograph and finger prints of all fingers of both hands. This is submitted to the state police for review and the results are sent to the Sterling Municipal Band to be placed in your file.
- 2) The second background check involves giving the Sterling Municipal Band your legal name, we will then check a website that will give us an informal background check of your background. This background check will be completed by the administrative staff, which will produce a document that will be inserted into your file.

Who is required to have a background check?

- 1) Members not having a previous background check, who are 'fulltime' members and over the age of 18 years will have the first type of background check.

Fulltime members shall be defined as any member who plays in three consecutive summer concerts with attendances for corresponding practices, or:

Any member who performs in six non-consecutive summer performances with attendance for the corresponding practices, or:

Any member who performs in the Pops Concert or Spring Concert, with the exception of those who only attend the dress rehearsal and actual performance.

- 2) The members who are considered 'part-time' and are over 18 years will have the second type of background check. All other members who do not meet the fulltime criteria will be considered as having a part-time status with the Sterling Municipal Band.
- 3) Those members under the age of 18 years are not required have any background check. Once these members are about to have their 18th birthday, they will then be required to have a background check, depending on their employment status.

The process:

- 1) Members already having had a fingerprint background check completed by their current employers may submit a copy of the document in a sealed envelope with their name clearly printed on the front. The envelope may be given to Paul Ausmann, Amy Boze, Cathy or Jon James and they will submit the envelope to the commission.
- 2) Those not having a background check and are full time will need to phone the Regional Office of Education to make an appointment. Their phone number is 815.625.1495. Please plan for about thirty minutes when you arrive for your appointment.

Tuesday is the only day that you cannot make an appointment. The hours of operation for having your background check are 9:00 through 3:30. The ROE is closed on Saturday and Sunday. The address of the ROE is 1001 West 23rd Street, Sterling. The ROE office is just east of Newman High School.

When you go to your appointment, you must have your driver license, fill out a form, have your photo taken and submit to having your fingerprints taken. There is no cost to you. Inform Jennifer that you are from the Sterling Municipal Band and the ROE will bill us. The ROE will send your paperwork to the state police where the background check is actually conducted. The results will be forwarded directly to the Sterling Municipal Band.

- 3) For those who are 'part-time' employees of Sterling Municipal Band, they will have their background as explained above to be completed by the administrative staff.

**The deadline for completing the background check process for all employees is
April 15th.**