

Employee Criminal History Check Policy

1. Purpose

- (a) The purpose of this policy is to ensure that Adult Life Training Inc, is in compliance with all laws and polices of the State of Indiana and to the Access to Recovery Program.

2. Scope

- (a) This document is to be used by the ALTI Inc. Director to establish a documented process for a Criminal History Check.

3. Procedure

- (a) All employees or volunteers of ALTI Inc. are subject to a criminal history check.
 - i. When and individual requests employment they must consent to a criminal history check.
 - ii. Director or his designate shall request a criminal history report from the Indiana State Police.