



GOOD MORAL CHARACTER POLICY

PURPOSE

To ensure that LADD employees meet the criteria for good moral character.

SCOPE

This policy applies to all LADD employees and volunteers.

POLICY

LADD will make every attempt to ensure that employees and volunteers for all programs are of good moral character by using the following procedure/standards.

STANDARDS AND DEFINITIONS

Good Moral Character - "Good moral character" means that term as defined in and determined under 1974 PA 381, MCL 338.41 to 338.47. It refers to a personal history of honesty, fairness, and respect for the rights of others and for state and federal law.

PROCEDURE

1. At the time of application all potential employees / volunteers will sign a Release of Information.
2. The Human Resources Department will at a minimum check two references, more as needed.
3. After the Conditional Job Offer has been signed by the potential employee, the Human Resource Department will complete a Drug Screening and Criminal History Background Check that meets contract requirements; these may include the DHHS Child Abuse Registry, CHAMPS, OIG, SAMs, FBI fingerprinting, Motor Vehicle Report, ICHAT, etc.
4. If there is a criminal record and the potential employee indicated "no" on their application and/or the Denial of Existence of Criminal History the person will not be retained due failure to demonstrate honesty and integrity.
5. If potential employee has any adverse records that were correctly reflected on the application, the Director of Human Resources will review the charges and or citations along with references to determine good moral character and suitability for the position.
6. At any time during the application process if unsatisfactory information is discovered then the Conditional Job Offer may be withdrawn in compliance with Fair Credit Reporting Act (FCRA). The Human Resources Department must discuss this information with the Executive Director if warranted prior to taking action.
7. All employees must continuously maintain Good Moral Character to remain employed. Therefore, all employees must report any criminal activity (arrests), convictions, pending convictions and/or changes in Driver's License status as outlined in their Employee Code of Conduct Handbook.
8. Criminal history reviews are completed annually or upon notification of the potential for an adverse finding on the criminal history check. If any adverse findings, then the following must occur:
 - a. Administration will review the record along with the individual's personnel file/history and a separation consideration as to the continued employment of the employee will be made to the Executive Director. Each case will be handled on an individual basis to insure compliance with contracting requirements. The Michigan Workforce Background Check Legal Guide and the MSA 14-40 will be used as guidance for best practice.
 - b. Administration may ask the employee for additional documentation to establish conformity with the Good Moral Character definition. Such documentation could include; court documentation related to the illegal act, additional letters of reference assuring Good Moral Character, a statement from the employee detailing the incident, a statement obtained by Administration by stakeholders who have first-hand knowledge of the employees work history/relationship with the people served, information regarding success of rehabilitation and

personal letter from the employee detailing their rehabilitation. The Executive Director will review the additional material.

9. If it is determined that the employee no longer meets Good Moral Character, then the employee will be separated from employment following the company policy on separations.

