

To whom it may concern:

We like to make things convenient and efficient for our partners across the country. We will be glad to supply you with a list of the employees who will be working in your community and a statement of assurance that they have successfully passed our Criminal Offender Record Information (CORI) and Sex Offender Registry Information (SORI), as well as the date on which the check was run. Copies of the CORI & SORI will be made available to authorized personnel. We use the Criminal History Systems Board (CHSB) and the Sex Offender Registry Board (SORB), to conduct the background investigations.

Our procedure is as follows:

Once an applicant is hired, he or she completes an Applicant Pursuant form and agrees to a CORI & SORI background investigation.

To submit a CORI request, we then electronically submit the applicant's information via the CHSB Access Web-CORI tool. CHSB then screens the applicant through all applicable court databases and consumer databases as stated in the operating agreement.

SORI requests are submitted to the Sex Offender Registry Board. The Board will provide a report identifying whether the person is a sex offender with an obligation to register, the offenses for which he/she was convicted or adjudicated and the dates of such convictions or adjudications.

When the applicant's identity and complete absence of criminal history have been confirmed, the CHSB and SORB forwards the background information and we check off the applicant's status and clear their criminal history field.

If an applicant is found to have a felony or gross misdemeanor arrests and/or convictions, the process is stopped and we are contacted. Convictions result in an immediate "No Hire." Any misdemeanors, including juvenile misdemeanors that are considered acts of aggression or acts against a person (e.g. assault, battery, vandalism, lewdness, malicious mischief, etc.), result in an immediate status of "No Hire."

We have final discretion on all misdemeanor convictions and infractions. We even investigate traffic convictions for acts of aggression such as reckless driving. We personally interview all any applicant who presents with anything questionable, and after the interview we confirm that applicant's story.

I hope this information is helpful. If you have any questions about our criminal background investigation process, please don't hesitate to contact me.

.090(C)