



Revised April 2018

Background Check - Decision Matrix

FELONY Conviction (includes attempted, conspiracy to commit)	Lookback	Professional	Executive	Administrative	Hourly	Notes on Rationale
Charge	Within					
Animal Cruelty	7 Years	Approve	Approve	Approve	Approve	N/A to Company's business
Arson	7 Years	Deny	Deny	Deny	Deny	Safety of coworkers, clients, and/or public
Assault or Battery	7 Years	Review	Review	Review	Review	Safety of coworkers, clients, and/or public
Automotive Theft	7 Years	Review	Review	Review	Review	Travel for Company business
Bribery	7 Years	Review	Deny	Deny	Review	Management or access to funds
Breaking and Entering	7 Years	Review	Review	Review	Review	Circumstances may or may not relate to position
Burglary	7 Years	Deny	Deny	Deny	Review	Safety of coworkers, clients, and/or public
Child Abuse or Endangerment	7 Years	Review	Review	Review	Review	Circumstances may or may not implicate safety concerns
Child Pornography	7 Years	Deny	Deny	Deny	Review	Access to computer systems
Computer Fraud & Abuse	7 Years	Deny	Deny	Deny	Review	Access to computer systems
Controlled Substance Crimes (excluding marijuana)	7 Years	Review	Review	Review	Review	Safety of coworkers, clients, and/or public
Counterfeiting	7 Years	Review	Review	Review	Review	Circumstances may or may not implicate safety concerns
Disorderly Conduct	7 Years	Review	Review	Review	Review	Safety of coworkers, clients, and/or public
Domestic Violence	7 Years	Review	Review	Review	Review	Safety of coworkers, clients, and/or public
Driving Under the Influence (DUI)	7 Years	Deny	Deny	Review	Review	Travel for Company business
Driving with Suspended License	7 Years	Review	Review	Review	Approve	Travel for Company business
Elder Abuse or Endangerment	7 Years	Review	Review	Review	Review	Circumstances may or may not implicate safety concerns
Embezzlement	7 Years	Deny	Deny	Deny	Review	Management or access to funds
False Imprisonment	7 Years	Approve	Approve	Approve	Approve	N/A to Company's business
False Pretenses	7 Years	Review	Review	Review	Review	Circumstances may or may not relate to position
Felon in Possession	7 Years	Review	Review	Review	Review	Safety of coworkers, clients, and/or public
Firearm Possession	7 Years	Review	Review	Review	Review	Safety of coworkers, clients, and/or public
Forgery	7 Years	Review	Review	Review	Review	Circumstances may or may not relate to position
Fraud	7 Years	Review	Review	Review	Review	Circumstances may or may not relate to position
Harassment or menacing	7 Years	Review	Review	Review	Review	Safety of coworkers, clients, and/or public
Hate Crime	7 Years	Review	Review	Review	Review	Circumstances may or may not relate to position or Company's anti-discrimination policies
Human Trafficking	7 Years	Deny	Deny	Deny	Deny	Safety of coworkers, clients, and/or public
Identity Theft	7 Years	Review	Review	Review	Review	Management or interaction with clients
Invasion of Privacy	7 Years	Review	Review	Review	Approve	Circumstances may or may not relate to position
Involuntary Manslaughter or Negligent Homicide	7 Years	Review	Review	Review	Review	Circumstances may or may not relate to position
Kidnapping, Abduction, or Hostage Taking	7 Years	Deny	Deny	Deny	Deny	Safety of coworkers, clients, and/or public
Larceny	7 Years	Review	Review	Review	Review	Circumstances may or may not relate to position
Leaving the Scene, including Hit and Run	7 Years	Review	Review	Review	Review	Travel for Company business
Lewd or Indecent Conduct	7 Years	Approve	Approve	Approve	Approve	N/A to Company's business
Marijuana Offenses	7 Years	Review	Review	Review	Review	Drug-free workplace
Murder	7 Years	Deny	Deny	Deny	Deny	Safety of coworkers, clients, and/or public
Obstruction of Justice	7 Years	Review	Review	Review	Approve	Circumstances may or may not relate to position
Perjury	7 Years	Review	Review	Review	Approve	Circumstances may or may not relate to position
Possession of Criminal Tools or Stolen Property	7 Years	Review	Review	Review	Review	Circumstances may or may not relate to position
Prostitution/soliciting prostitution	7 Years	Approve	Approve	Approve	Approve	N/A to Company's business
Public Intoxication	7 Years	Approve	Approve	Approve	Approve	N/A to Company's business
Racketeering	7 Years	Deny	Deny	Deny	Review	Company's interest in avoiding business enterprise being used in organized crime
Registered Sex/Kidnap Offender (non-California)	7 Years	Review	Review	Review	Review	Circumstances may or may not relate to position
Resisting or Evading Arrest or Law Enforcement	7 Years	Review	Review	Review	Review	Circumstances may or may not relate to position
Robbery	7 Years	Deny	Deny	Deny	Review	Safety of coworkers, clients, and/or public
Sexual Assault, Rape, and Sex Offenses	7 Years	Deny	Deny	Deny	Review	Safety of coworkers, clients, and/or public

Stalking	7 Years	Review	Review	Review	Review	Safety of coworkers, clients, and/or public
Statutory Rape (both parties 15-20 years old)	7 Years	Approve	Approve	Approve	Approve	Safety of coworkers, clients, and/or public
Statutory Rape (other)	7 Years	Review	Review	Review	Review	Safety of coworkers, clients, and/or public
Terrorism	7 Years	Deny	Deny	Deny	Deny	Safety of coworkers, clients, and/or public and avoiding business enterprise being used to promote terrorism
Theft	7 Years	Deny	Deny	Deny	Review	Access to computer systems and client information
Trespassing	7 Years	Approve	Approve	Approve	Approve	N/A to Company's business
Unauthorized use of a Motor Vehicle	7 Years	Review	Review	Review	Approve	Travel for Company business
Vandalism	7 Years	Review	Review	Review	Review	Circumstances may or may not relate to position
Voluntary Manslaughter	7 Years	Deny	Deny	Deny	Deny	Safety of coworkers, clients, and/or public
MISDEMEANOR Conviction (includes attempted, conspiracy to commit)	Lookback					
Charge	Within	Professional	Executive	Administrative		
Animal Cruelty	2 Years	Approve	Approve	Approve	Approve	N/A to Company's business
Arson (e.g. , reckless burning)	ANY	Review	Review	Review	Review	Safety of coworkers, clients, and/or public
Assault or Battery	5 Years	Review	Review	Review	Review	Safety of coworkers, clients, and/or public
Automotive Theft	5 Years	Review	Review	Review	Review	Travel for Company business
Bribery	3 Years	Review	Review	Review	Review	Management or access to funds
Breaking and Entering	3 Years	Review	Review	Review	Review	Circumstances may or may not relate to position
Burglary	5 Years	Review	Review	Review	Review	Circumstances may or may not relate to position
Child Abuse or Endangerment	2 Years	Review	Review	Review	Review	Circumstances may or may not implicate safety concerns
Child Pornography	5 Years	Review	Review	Review	Review	Access to computer systems
Computer Fraud & Abuse	5 Years	Deny	Deny	Deny	Review	Access to computer systems
Controlled Substance Crimes (excluding marijuana)	5 Years	Review	Review	Review	Review	Safety of coworkers, clients, and/or public
Counterfeiting	5 Years	Review	Review	Review	Review	Circumstances may or may not implicate safety concerns
Disorderly Conduct	2 Years	Review	Review	Review	Review	Safety of coworkers, clients, and/or public
Domestic Violence	2 Years	Review	Review	Review	Review	Safety of coworkers, clients, and/or public
Driving Under the Influence (DUI)	5 Years	Review	Review	Review	Approve	Travel for Company business
Driving with Suspended License	2 Years	Review	Review	Review	Approve	Travel for Company business
Elder Abuse or Endangerment	2 Years	Review	Review	Review	Review	Circumstances may or may not implicate safety concerns
Embezzlement	5 Years	Review	Review	Review	Review	Management or access to funds
False Imprisonment	2 Years	Approve	Approve	Approve	Approve	N/A to Company's business
False Pretenses	2 Years	Review	Review	Review	Approve	Circumstances may or may not relate to position
Firearm Possession	3 Years	Review	Review	Review	Approve	Safety of coworkers, clients, and/or public
Forgery	5 Years	Review	Review	Review	Review	Circumstances may or may not relate to position
Fraud	5 Years	Review	Review	Review	Review	Circumstances may or may not relate to position
Harassment or menacing	5 Years	Review	Review	Review	Review	Safety of coworkers, clients, and/or public
Hate Crime	2 Years	Review	Review	Review	Review	Safety of coworkers, clients, and/or public, anti-discrimination policies
Human Trafficking	7 Years	Review	Review	Review	Review	Safety of coworkers, clients, and/or public
Identity Theft	5 Years	Deny	Deny	Deny	Review	Safety of coworkers, clients, and/or public, access to computers
Invasion of Privacy	2 Years	Review	Review	Review	Approve	Management or interaction with clients
Involuntary Manslaughter or Negligent Homicide	5 Years	Review	Review	Review	Review	Circumstances may or may not relate to position
Kidnapping, Abduction, or Hostage Taking	5 Years	Review	Review	Review	Review	Circumstances may or may not relate to position
Larceny	3 Years	Review	Review	Review	Review	Circumstances may or may not relate to position, protecting company property
Leaving the Scene, including Hit and Run	2 Years	Review	Review	Review	Approve	Circumstances may or may not relate to position, company travel
Lewd or Indecent Conduct	2 Years	Approve	Approve	Approve	Approve	N/A to Company's business
Marijuana Offenses (non-California)	5 Years	Review	Review	Review	Review	Drug-free workplace
Marijuana Offenses (California)	2 Years	Review	Review	Review	Review	Drug-free workplace
Murder	7 Years	Deny	Deny	Deny	Deny	Safety of coworkers, clients, and/or public
Obstruction of Justice	2 Years	Review	Review	Review	Approve	Circumstances may or may not relate to position
Perjury	5 Years	Review	Review	Review	Approve	Circumstances may or may not relate to position
Possession of Criminal Tools or Stolen Property	5 Years	Review	Review	Review	Review	Circumstances may or may not relate to position
Prostitution/soliciting prostitution	2 Years	Approve	Approve	Approve	Approve	N/A to Company's business
Public Intoxication	2 Years	Approve	Approve	Approve	Approve	N/A to Company's business
Racketeering	7 Years	Deny	Deny	Deny	Review	Company's interest in avoiding business enterprise being used in organized crime
Registered Sex/Kidnap Offender (non-California)	ANY	Review	Review	Review	Review	Circumstances may or may not relate to position

Resisting or Evading Arrest or Law Enforcement	2 Years	Review	Review	Review	Approve	Circumstances may or may not relate to position
Robbery	7 Years	Deny	Deny	Deny	Review	Safety of coworkers, clients, and/or public
Sexual Assault, Rape, and Sex Offenses	7 Years	Review	Review	Review	Review	Safety of coworkers, clients, and/or public
Stalking	5 Years	Review	Review	Review	Review	Safety of coworkers, clients, and/or public
Statutory Rape (both parties 15-20 years old)	5 Years	Approve	Approve	Approve	Approve	Safety of coworkers, clients, and/or public
Statutory Rape (other)	7 Years	Review	Review	Review	Review	Safety of coworkers, clients, and/or public
Terrorism	ANY	Deny	Deny	Deny	Deny	Safety of coworkers, clients, and/or public and avoiding business enterprise being used to promote terrorism
Theft	5 Years	Review	Review	Review	Review	Access to computer systems and client information
Trespassing	2 Years	Approve	Approve	Approve	Approve	N/A to Company's business
Unauthorized use of a Motor Vehicle	2 Years	Review	Review	Review	Approve	Travel for Company business
Vandalism	2 Years	Review	Review	Review	Review	Circumstances may or may not relate to position
Voluntary Manslaughter	7 Years	Deny	Deny	Deny	Review	Safety of coworkers, clients, and/or public
Other Verifications	Timeframe					
Any Discrepancy	Within	Professional	Executive	Administrative	Hourly	
Credit History Report (Negative Results)	5 Years	Review	Review	Review	Approve	Circumstances may or may not relate to position
Material Employment Verification Discrepancy	Any	Review	Review	Review	Review	Circumstances may or may not relate to position or candidate's honesty
Material Adverse Education or Credential Verification Discrepancy	Any	Deny	Deny	Review	Review	Educational/certification is requirement for position
MVR Driver License Discrepancy	5 Years	Review	Review	Review	Review	Circumstances may or may not relate to position
Drug Screen (Tested Positive)	Any	Deny	Deny	Deny	Deny	Drug-free workplace
Results Key		Professional	Executive	Administrative		
Approve: This type of criminal charge or result would be deemed <i>acceptable</i> under the company background check policy considering all factors.						
Deny: This type of criminal charge or result would be deemed <i>unacceptable</i> under the company background check policy considering all factors.						
Review: Results should be specifically reviewed for severity and job-relatedness in accordance with the company's background check policy.		List factors based on duties	List factors based on duties	List factors based on duties		
		List titles/positions considered "Professional"	List titles/positions considered "Executive"	List titles/positions considered "Administrative"		