



Risk Policy – Background Checks
Updated December 2023/Adopted March 2024

INTENT – The safety of Omaha Community Playhouse (OCP) staff, volunteers, students, and patrons is a top priority of the organization. To reduce the risk of incidents threatening a person’s safety on the premises, OCP abides by the following background check policy.

POLICY

Qualified personnel for background checks

- Staff members
- Teaching artists
- Artistic personnel
- Performers
- Orchestra
- Backstage crew and dressers
- Board of Trustees
- Box Office volunteers
- Seasonal employees, including but not limited to Caravan performers, road manager, road crew, tour manager, musicians, and chaperones.
- Phone Volunteers

Personnel exempt from background checks

- Front of house volunteers including ushers and greeters
- Volunteers under the age of 19 (as of hire date or rehearsal start date)
- Apprentices

PROCEDURE

All qualified personnel listed above will be mandated to complete a pre-employment or pre-volunteer background check. After hiring or starting as a volunteer, background checks will need to be completed every three years.

All job and volunteer offers will be made pending a background check.

- Hiring supervisors (or department heads) are responsible for communicating the background check requirement to individuals selected for employment, contract, and volunteer positions.
- The hiring supervisor ensures the background authorization form is completed by the candidate. The form is then given to Human Resources for processing.
- Department heads are responsible for the overall compliance with the background check policy in their departments.

All performers offered a role will be expected to complete an authorization for a background check at the time of the offer. Performers will not be asked to complete a background check form at their initial audition or callback. Contracts for each role are pending a background check.

- After being offered a role, the Artistic Assistant will email each performer individually with a background check authorization form.

- The form is then given to Human Resources for processing as outlined above.
- If the background check authorization is flagged, a committee will convene for discussion on a case-by-case basis, the applicant will be contacted with any additional questions and to be informed of the final decision.

Background checks on current employees and volunteers will be completed every three years.

- This process is initiated by the Director of Finance and HR, who will work with department heads to ensure all employees and volunteers comply with the re-processing requirement.

All documents related to background checks will be stored in accordance with applicable laws. The report results will be kept confidential. Disclosures of information learned during a background check will be limited to only OCP personnel required to know background check results and are handled on a case-by-case basis.