**Section 409.180 Background Checks**

a) The governing body or organization shall ensure that all prospective and current employees and volunteers used to replace or supplement staff submit to fingerprinting (see the definition of "Persons subject to background checks" in Section 409.20), authorize a background check and otherwise meet the requirements of 89 Ill. Adm. Code 385.

b) As a condition of issuance or renewal of a program license by the Department, the governing body or organization that operates the YTHP shall require all prospective and current employees, volunteers and subcontractor employees who have direct contact with residents to furnish information on any offenses (other than a minor traffic violation) for which they have been convicted in accordance with the standards set forth in the 89 Ill. Adm. Code 385.

c) An employee or volunteer may begin work while awaiting the results of the background check. These conditional employees shall not be left alone with residents until the results of the initial background check have been received.

d) All background information shall be maintained separately in a confidential file, apart from the employee's personnel records, that may be accessed only by authorized agency and Department staff.