

## **POLICY: EMPLOYMENT OF PERSONS WITH CONVICTIONS OF PROHIBITED OFFENSES OR NON-RESIDENCY STATUS**

**POLICY STATEMENT:** It is the policy of the Bureau of Developmental Disabilities Services (BDDS) that persons with a felony conviction of certain prohibited offenses or persons without verified United States residency status shall not hold positions outlined in this policy with a provider of services for individuals with developmental disabilities.

### **DETAILED POLICY STATEMENT**

1. Prohibited offenses include:
  - a. Sex crime;
  - b. Battery;
  - c. Neglect;
  - d. Exploitation of an endangered adult or of a child;
  - e. Failure to report Battery, Neglect or Exploitation of an endangered adult or of a child;
  - f. Theft, if the person's conviction for theft occurred less than ten (10) years before the person's employment application date, except as provided in IC 16-27-2-5(a)(5);
  - g. Criminal conversion;
  - h. Criminal deviate conduct;
  - i. Murder;
  - j. Voluntary manslaughter;
  - k. Involuntary manslaughter;
  - l. Offense relating to alcohol or a controlled substance.
2. People with a felony conviction of prohibited offenses as described in this policy shall not hold the following positions performing any management, administrative or direct service to an Individual on behalf of a Provider company:
  - a. ownership;
  - b. internal or external management or administration;
  - c. employment; or
  - d. contractual agreement.
3. People who do not have verified United States residency status shall not hold the following positions performing any management, administrative or direct service to an Individual on behalf of a Provider company:
  - a. ownership;
  - b. internal or external management or administration;
  - c. employment; or
  - d. contractual agreement.

## **DEFINITIONS**

“BDDS” means Bureau of Developmental Disabilities Services as created under IC 12-11-1.1-1.

## **REFERENCES**

IC 12-11-1.1-1  
IC 35-42-4  
IC 35-42-2-1  
IC 35-42-2-1.3  
IC 35-42-1-3  
IC 35-42-1-4  
IC 35-42-1-1  
IC 35-43-4-2  
IC 35-43-4-3  
IC 35-43-5

Approved by: Julia Holloway, DDRS Director -

