

ACS Safeguard™

Comment	Add
Uncomfortable with situation on ski trip.	Edit
Fellowship Hall	Delete
Main Building	Background Check
finished background	Print

Gain peace of mind and save time with background searches.

Volunteers and staff members are the foundation of your ministry, holding positions of trust while they work in the church and care for your children. Unfortunately, many churches often do not perform any type of background search, especially on volunteers, which leaves churches vulnerable and unprotected. ACS has partnered with SecureSearch, an industry leader in pre-employment and volunteer screening services, to offer integrated background searches through ACS People™. Safeguard helps keep your children, youth, and ministry safe by providing the most comprehensive national background searches in the industry quickly and easily. Customizable forms within ACS People allow your church to streamline the process and eliminate data re-entry. Simply enter the data once and automatically order a search.

DISTINCTIONS

- Secure
- Integrates with ACS People
- Customizable
- Web-based

USES

- Quickly and easily perform pre-employment and volunteer background checks
- Help eliminate employment biases with consistent screening packages designed for each position
- Comply with local and federal laws on background checks
- Save valuable ministry time with batch processing for entire groups
- Meet insurance requirements for new policies and renewals

FEATURES

Secure and Confidential Background Searches

- High security measures ensure that only staff members with proper clearance levels have access to the Safeguard tab in ACS People.
- Further levels of security include clearance to view comments related to an individual's Safeguard tasks and the ability to run background checks on potential volunteers and employees.
- All reports generated from background checks are stored on a separate server provided by SecureSearch to provide optimum security of your ministry's sensitive documents.

Easy to Manage

- Staff members can search by date or specific tasks to determine if background checks need to be run.

- For instance, at the beginning of January (or whenever internal or insurance policies dictate), all background checks that were run during January of the previous year need to be run again. The staff member can simply run a search on all volunteers checked the previous January to request the volunteers' records.
- All people listed in the report can be reviewed before the background check request is submitted.
- Information needed to re-submit a background check is automatically communicated saving re-entry time.

Customizable Forms Available

Federal law requires that an individual give his signed permission to run a background check. These forms are available within Safeguard and can be customized to fit the needs of the church.

ACS Safeguard™

TOTAL INTEGRATED SOLUTIONS

CHURCHES	SCHOOLS	DENOMINATIONAL OFFICES	
•	•	•	People™
•	•	•	Contributions™
•	•	•	Reservations™
•	•	•	Special Mailings™
•	•	•	Connections™
•	•	•	Attendance™
•	•	•	Checkpoint™
•	•	•	Organizations™
•	•	•	Access ACS™
•	•	•	General Ledger™
•	•	•	Accounts Payable™
•	•	•	Purchase Orders™
•	•	•	Payroll™
•	•	•	Accounts Receivable™
•	•	•	Fixed Assets™
•	•	•	Report Designer™
•	•	•	Facility Scheduler™
•	•	•	Mail Modules™
•	•	•	Church Growth Tools™
•	•	•	ACS OnDemand™
•	•	•	ACS Safeguard™
•	•	•	LiveStor™
•	•	•	Extend Platform®
•	•	•	Group Reach™
•	•	•	Fulfillment Services
•	•	•	Training
•	•	•	Implementation
•	•	•	Professional Services
•	•	•	Data Services
•	•	•	Forms & Supplies
•	•	•	Client Programs

SYSTEM REQUIREMENTS

- ACS People 10.0
- Windows® 2000 Professional, Windows® XP Professional and Windows® Vista®
- High speed or dial-up internet connection

Add or Edit Tasks

- Customized tasks can be added or edited to fit the needs of your ministry.
- The status of an individual task can be updated along with the date of completion.
- Multiple tasks can be approved within each individual's record.
- Comments about a specific task can also be added to an individual's record. Only staff members with appropriate clearance levels are allowed to see comments on an individual's profile.

Batch Submission

- With batch submission, your staff has the ability to run entire batches of security checks at one time without re-entering any data from the previous year.
- Search over the date, tasks, and status fields to batch submit background checks.

Consistent Processes

- Setup consistent processes for individual positions within your church to eliminate employment and volunteer biases.
- Results from all background checks are returned quickly and efficiently, allowing staff members to review the forms and make their decision based on those results.

Multiple Report Options Available

- No matter the needs of your ministry, Safeguard allows you to choose the package that is best for your church, staff, and volunteers.

- **Option 1** – Multi-State Criminal and National Sexual Offender Searches with Social Security Number Trace (Name and Address History, plus Alias Names)
 - Alias Names include all names associated with a particular Social Security Number (maiden names, shortened versions of names, etc.) in addition to the provided name.
- **Option 2** – Motor Vehicle Records Search (Current State of Residence only)
- **Option 3** – County Records Search (Each county requested separately)
- **Option 4** – Multi-State Criminal and National Sexual Offender Searches without Social Security Number.
- **Option 5** – Statewide Criminal Search: Search of state of residence Criminal Records (Each state requested separately)

Comprehensive Documentation, Support, and Training Options

- Training videos on background check policies and procedures are available on the ACS Client Portal.
- Comprehensive, context-sensitive Help documents accessible with the F1 key.
- Preferred Client Program (available for an additional fee) offers free software upgrades, unlimited access to well-trained, knowledgeable support representatives during business hours, and 24/7 access to the online Knowledge Base—plus much more.
- Training options (available for an additional fee) include regional schools, annual convention, online classes, and customized onsite or phone training with certified trainers.

800.736.7425

acstechnologies.com/backgroundchecks

Since 1978, ACS Technologies has been providing the resources needed to run your faith-based organization. With over 50,000 clients, we are recognized as a leader in complete information management solutions for churches, schools, and other faith-based organizations. All ACS products and services work together to empower you through member management, financial accounting, school administration, forms and supplies, Web-based solutions, and professional consulting.

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