



BOYS & GIRLS CLUB OF WEST VALLEY

BACKGROUND CHECK POLICY

The Boys & Girls Club of the West Valley will conduct four annual required searches on the anniversary of affiliation. As part of the background check, we run a social security verification, Sex Offender Registry, comprehensive local criminal and a national and a statewide or county search on all staff, minors, board members, and volunteers who have direct, repetitive contact with children.

BGCWV will also conduct three reference checks on any candidate and volunteer. If the candidate has worked or volunteered previously at another Boys & Girls Club, we will obtain and share information on all candidates from the previous Boys & Girls Club prior to an employee offer being made.

The two types of background checks we conduct are Name based and/or fingerprint based.

Upon offer all potential candidates will undergo a fingerprint based search by a LiveScan service. All who go through the LiveScan process are registered in the FBI and State Department of Justice database. The Club will be notified of any criminal, civil, or misdemeanor charges that occur. The Club will ensure that all background checks are held in compliance with applicable Federal and California statutes, such as the Fair Credit Reporting Act.

All background searches include: (a) verification of the person's identity and legal aliases through verification of a social security number, (b) provides a national Sex Offender Registry search, (c) provides a comprehensive criminal search which includes a national search, and (d) provides a comprehensive local criminal search which includes a statewide criminal search and National search.

All background check findings shall be considered when making employment or volunteer decisions. Eligibility of employment and/or volunteer service will depend on if the individual:

- (a) refuses to consent to a criminal background check,
- (b) makes a false statement in connection with such criminal background check,
- (c) is registered, or is required to be registered on a state or national sex offender registry,
- (d) has been convicted of a felony consisting of:
 - 1. murder,
 - 2. child abuse,
 - 3. a crime against children, including child pornography,
 - 4. domestic violence,
 - 5. abduction or human trafficking,
 - 6. a crime involving rape or sexual assault,
 - 7. arson,
 - 8. weapons, or
 - 9. physical assault or battery.
- (e) has been convicted of a drug-related offense committed within the last five years.

All offers of employment or service are contingent upon the results of the reference and background investigation that includes a criminal record check based on the constituent's fingerprints in accordance with the Boys and Girls Clubs of America policies. The Club reserves the right to make the sole determination concerning information or any employment decision arising out of the background check.