

Background Check Policy

The Boys & Girls Club of Greater Ventura is committed to selecting and retaining the best staff and volunteers to serve our youth. As part of the initial selection process and on an on-going basis, Boys & Girls Club of Greater Ventura will conduct background checks in accordance with the following policy.

Boys & Girls Club of Greater Ventura will conduct criminal background checks of all employees (including minors employed as staff), board volunteers, vendors/partners and all other volunteers, who have direct, repetitive contact with children. Name-based or fingerprint-based record searches may be used in any combination but will, at a minimum:

- (a) verify the person's identity and legal aliases through verification of a social security number
- (b) provide a national Sex Offender Registry search
- (c) provide a comprehensive criminal search which includes a national search
- (d) provide a comprehensive local criminal search which includes either a statewide criminal search or county level criminal search.

Such checks will be conducted prior to employment or volunteering and at regular intervals not to exceed twelve (12) months.

All background check findings will be considered when making employment, volunteer or vendor/partner decisions. It is the policy of Boys & Girls Clubs of Greater Ventura that an employee, volunteer or vendor/partner will be automatically ineligible for employment, volunteer service or partnership if such 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

Background Check Policy (con't)

Boys & Girls Club of Greater Ventura will conduct reference checks on any candidate for employment or volunteer service. Should candidates for employment have previous experience with a Boys & Girls Club, a reference from the former Boys & Girls Club supervisor will be obtained by Boys & Girls Club of Greater Ventura prior to extending an offer for employment or volunteer service.

Please note that this is a living document and may be updated from time to time as needed.