BACKGROUND CHECK & BARRIER CRIMES POLICY & PROCEDURES

Effective Date:	9/24/2026
Scheduled review date:	3/15/2027
Primary contact:	CEO

Policy

The Boys & Girls Clubs of Chaves and Lincoln Counties (BGCCLC) is committed to selecting and retaining the best staff and volunteers to serve its youth.

Procedure

As part of the initial selection process and on an on-going basis, BGCCLC will:

- All applicants, employees, substitutes, volunteers, contractors, board members, and other individuals required to be screened must complete the applicable Boys & Girls Clubs of America background check, ECECD fingerprint-based background check and employment-history verification, and any additional screening required by law, licensing, a grant, contract, funding source, or condition of employment. A person may not begin covered duties until BGCCLC receives the required eligibility determination or a Notice of Provisional Employment. Anyone working under provisional authorization must remain under direct physical supervision and may not be left alone with children. Background-check documentation may be maintained securely in paper or electronic form.
- The Boys & Girls Clubs of America-required background check will be completed before covered service begins and at intervals not exceeding 12 months. ECECD fingerprint-based background eligibility and employment-history verification will be completed before service as required by 8.9.6 NMAC and renewed at least once every five years, or sooner when required by ECECD. Additional checks required by law, licensing, a grant, contract, funding source, motor-vehicle responsibility, or condition of employment will be completed according to the applicable requirement. Documentation will be maintained in PDIS or outside PDIS as required by 8.9.4.41(F) NMAC.
- Background checks will be conducted by the CEO or designee.
- The CEO is responsible for review/ approval
- Employment offers are contingent upon successful completion of a background check

Name-based or fingerprint-based record searches may be used in any combination but shall, at a minimum:

- verify the person's identity and legal aliases through verification of a social security number,
- provide a national Sex Offender Registry search,
- provide a comprehensive criminal search which includes a national search,
- provide a comprehensive local criminal search which includes either a statewide criminal search or county level criminal search, depending on your jurisdiction (a current list of jurisdictions can be found at www.bgca.net/childsafety), and
- additional background check criteria may be required based on organizational policies, funding, or licensing agencies or required such as motor vehicle records, child abuse registry, or credit checks.

- Such checks shall be conducted prior to employment and at regular intervals not to exceed twelve (12) months. All background checks shall be printed and added to the employee/volunteer file. Results shall be reviewed and initial by the CEO.

- All background check findings shall be considered when making employment or volunteer decisions. BGCCLC will not consider an applicant eligible for employment or volunteer service, if such individual:
- refuses to consent to a criminal background check,
- makes a false statement in connection with such criminal background check,
- is registered, or is required to be registered, on a state or national sex offender registry,
- has been convicted of a felony consisting of:
  - murder,
  - child abuse,
  - domestic violence,
  - abduction or human trafficking,
  - a crime involving rape or sexual assault,
  - arson,
  - weapons
  - physical assault or battery
  - Drug possession, drug use or distribution of drugs in the last five years; or
- Has been convicted of any misdemeanor or felony against children, including child pornography.

Previous Boys & Girls Club Employment

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