

# BACKGROUND CHECK & BARRIER CRIMES POLICY & PROCEDURES

## Background Check & Barriers Crimes Policies and Procedures

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Effective Date: 3/16/2026  
Scheduled review date: 3/15/2027  
Primary contact: CEO

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### **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:

- (1) Conduct criminal background checks of all employees, including minors, board members and volunteers with direct contact with the youth.
- (2) Conduct background checks on all volunteers, including minors who have direct, repetitive contact with Club members.
- (3) Background checks will be conducted prior to employment and at least every 12 months thereafter.
- (4) Background checks will be conducted by the CEO or designee.
- (5) The CEO is responsible for review/ approval
- (6) 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:

- (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, depending on your jurisdiction (a current list of jurisdictions can be found at [www.bgca.net/childsafety](http://www.bgca.net/childsafety)), and
- (e) 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. BGCCCLC will not consider an applicant eligible for employment or volunteer service, 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. domestic violence,
  - 4. abduction or human trafficking,
  - 5. a crime involving rape or sexual assault,
  - 6. arson,
  - 7. weapons
  - 8. physical assault or battery
  - 9. Drug possession, drug use or distribution of drugs in the last five years; or
- (e) Has been convicted of any misdemeanor or felony against children, including child pornography.

### **Previous Boys & Girls Club Employment**

BGCCCLC 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 BGCCCLC prior to extending an offer for employment or volunteer service.