



Employee Background Checks Policy

The Boys & Girls Club of Alton (BGC-Alton) is committed to selecting and retaining quality and committed staff and volunteers to serve our members. As part of the initial selection process, Boys & Girls Club of Alton will conduct background checks in accordance with the following policy.

BGC-Alton will conduct criminal background checks of all employees, including minors, and board member volunteers prior to the individual's hire or starting their position. In addition criminal background checks will be conducted on volunteers who have direct, repetitive contact with children. Name-based or fingerprint based record searches may be used at minimum.

Methods used for background checks may include:

1. social security number verification of the person's identity and legal aliases
2. search of national Sex Offender Registry
3. conduct a comprehensive criminal search, which includes a national search
4. conduct a comprehensive local criminal search

All background check findings will be considered when making employment or volunteer decisions. It is the policy of the Boys & Girls Club of Alton that an individual will be ineligible for employment or volunteer if the individual:

- (a) refuses to consent to a criminal background check
- (b) makes a false statement in connection with a 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
 9. physical abuse or battery
- (e) drug-related offense committed within the last five years

BGC-Alton 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 prior to extending an offer for employment or volunteer service.