
BACKGROUND CHECK POLICY

BACKGROUND CHECK POLICY AND PROCESS

Gold Youth Arts Organization relies on volunteers, employees and independent contractors to support its educational programs. With our need to protect our students, Gold will complete criminal background checks. Therefore, we establish the following policy and process for the screening of our volunteers, employees and independent contractors.

- Each volunteer, employee and independent contractor who will have regular, direct contact for more than two consecutive 24-hour periods or who will travel with the corps shall be subject to a background investigation.
- The Executive Director has the discretion to perform background checks for one-time volunteers.
- Gold shall use an independent entity with access to the U.S. National, State, and County databases to process the investigation. Criminal background checks will be conducted using identifiers such as date of birth, social security number, full name, and address. The organization will use the Criminal History Background Check, which does not require fingerprinting.
- To protect the confidentiality of the volunteer, employees or independent contractor, the information gathered shall be sent to the Executive Director.
- The Executive Director shall have all the right to reject, allow or limit a volunteer, employee or independent contractor's participation with Gold based on the information obtained from the background investigation.
- The Executive Director of Gold Youth Arts Organization will serve as the custodian of records for the background check information, maintaining it in a secure location. Information from the background checks is confidential and cannot be shared without proper authorization. In case concerning information is revealed, the custodian may consult with one or two members of the organization to determine the appropriate course of action.
- Individuals who volunteer or work on an annual basis shall be subject to a background investigation every 2 years.
- Gold will keep all background check information on file for at least 2 years.

ADVERSE ACTION CRITERIA

Subject to extenuating or mitigating circumstances and a majority vote of the Board of Directors:

- A felony conviction of any crime, or a misdemeanor conviction for a violent crime within the past 10 years, will disqualify an applicant.
- Felony or misdemeanor convictions of any sex-based crime will disqualify an applicant.
- A felony conviction for any non-violent crime within the past 10 years will generally disqualify an applicant.
- Misdemeanor conviction of a non-violent crime within the past 5 years will generally disqualify an applicant.
- The Executive Director on a case-by-case basis shall evaluate any reported convictions that fall outside the scope of the categories identified above.

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