

Woodridge Recreation Association Background Check Policy

Policy Statement

In order to assure a safe, secure and productive environment for all participants, staff, volunteers and visitors associated with Woodridge Recreation Association activities, a policy and program of background checks is required. Woodridge Recreation Association Background Check Policy is applicable to the verification of, criminal and sexual offender history screening of prospective and current coaches and volunteers.

I. Conducting Background Checks

- Background checks are conducted with the full knowledge and acceptance of the individual on which the investigations are being conducted. All coaches and commissioners within the Woodridge Recreation Association are required to submit to a background check. Woodridge Recreation Association has engaged the services of National Center for Safety Initiatives, Inc. (NCSI), a Consumer Reporting Agency. All candidates to be screened will receive a copy of the NCSI self-registration letter. The candidate will have seven (7) days from receipt of the letter to register for the background check with NCSI. Failure to register will be determined a failed screening and will preclude such candidate from coaching / volunteering for the Woodridge Recreation Association until such time that a successful background check is completed. NCSI will assist in the collection and interpretation of background check results. Those subject to verification and/or criminal searches will be required to acknowledge/authorize the collection of required information, including those obtained from
 - Two National criminal database searches
 - Two SOR (Sex Offender Registries) database searches
 - Social Security Number Validation
 - Address history records
 - OFAC (Office of Foreign Assets Control) federal terrorist database search
 - One non-database, real-time county courthouse search

II. Access to Background Check Results

All information obtained through the background check process, including criminal history, is highly confidential and access to such information is limited to those individuals who have a direct "need to know." This may include but is not limited to the WRA executive board and sport specific commissioners.

III. Determining Suitability

Should it be determined, based on the verification of the applicant's identity, that the background check records, including criminal history, belong to the subject and the subject does not dispute the record's accuracy, the process may then move forward to determine the suitability of the subject for the position for which he or she has volunteered for.

Unless otherwise provided by law, factors considered in determining suitability may include, but are not limited to the following:

- a. The relevance of the crime to the position sought;
- b. The length of time since the conviction;
- c. The age of the candidate at the time of the offense;
- d. The seriousness and specific circumstances of the offense;
- e. The number of offenses;
- f. Whether the applicant has pending charges;
- g. Whether there is any relevant evidence of rehabilitation or lack thereof;

IV. Adverse Action Based on Background Check Information

Should Woodridge Recreation Association be considering an adverse decision on the applicant based on background check information, the applicant must:

- Be notified of the potential adverse decision based on the criminal offender record information (if applicable)
- Be informed immediately of the source of the background check report; and ● Be provided a copy of:
 - Background Check Report — to include the criminal offender record information if applicable; and Fair Credit Reporting Act — A Summary of Rights;

If the source of the information is the criminal report received through NCSI, the applicant must also:

- Be informed immediately of the specific item from the report that may result in adverse action
- Be provided a copy of:
 - The Woodridge Recreation Association Background Check Policy; and Information Concerning the Process for Correcting a Criminal Record.

The subject will be provided the opportunity to dispute the accuracy of the background check information.

The applicant will be notified of the final decision and the basis for it in a timely manner.

V. Storage and Destruction of Criminal History Information

Woodridge Recreation Association will not store hard copies of background check information. Electronically-stored records will be password protected and encrypted with limited password access with no public cloud storage. Records will be destroyed after seven years.