

## Overview of Background Check Procedure

### Summary

The Boys & Girls Clubs of Metro Denver (hereafter BGCMD) currently utilizes consumer reporting agencies to screen candidates prior to employment. Given the importance of maintaining a safe working environment for our staff, and given the necessity to protect the health, safety and welfare of our members, BGCMD employs extensive criminal and motor vehicle screening procedures for all prospective and current employees.

### Verification of Identity

Beyond the State of Colorado Affirmation of Legal Work Status (§ 8-2-122) and the Federal I-9 documents, which we supplement with E-Verify, BGCMD utilizes ADP Screening and Selection Service's Identity Tools. These tools include First Check, which matches a candidate's Social Security Number against the Social Security Administration's database. This tool instantly confirms whether the Social Security Number is valid, as well as when and where the Social Security Number was issued. This is followed by a complete address history check using Smart Scan. This service examines various jurisdictions and public records to enumerate where a candidate has lived. This summative list is then used to target a criminal records search.

### Criminal Records Check

BGCMD uses a comprehensive criminal records check that consists of a county-level search. That is, after a candidate's address history has been determined, each county of residence is individually queried to determine if any criminal records exist. County-level records are maintained for all U.S. counties, Puerto Rico and the Virgin Islands. These searches are "live" searches that seek out the most up-to-date records using county courthouses and primary county court records repositories. Records are retrieved through automated systems and using court researchers. Further, BGCMD also uses ADP to check the Dru Sjodin National Sex Offender Public Website, with details verified at the state registry level. This search relies on ADP's trained specialists to review the 48 State Registries (California and Nevada are not available), as well as the District of Columbia.

### Motor Vehicle Check

Given that BGCMD employees are responsible for transporting our members, pre-employment and ongoing Motor Vehicle Records (MVR) checks are performed. Candidates and employees may be denied employment if they have too many points on their license (typically 6). MVR checks are performed through iiX. This service also monitors each employee's record for any new information, and alerts BGCMD if an employee is ticketed or otherwise has any negative information added to their record.

### Advantages

ADP and iiX were chosen as a result of their completeness, celerity and cost. BGCMD believes that we are not only meeting our due diligence requirement, but that the products being used represent an improvement beyond what the Colorado Bureau of Investigation offers insofar as:

- Completeness – CBI only contains information on crimes committed within Colorado, and only when those offenses are reported to them by member agencies.
- Celerity – Results can take between 6-12 weeks to be returned. If the fingerprints are unreadable, that timeframe can be as long as 16-18 weeks. Conversely, ADP and iiX return results within seconds—with the most time intensive results taking 3 days.
- Cost – Costs to conduct a background check using CBI can approach \$100 when time, labor and other costs are appropriately attributed. ADP's services cost approximately \$35, while the MVR check through iiX is less than \$10 per candidate.
- Additional considerations include the protections afforded candidates by the Fair Credit Reporting Act, which regulates consumer reporting agencies, but not law enforcement entities. Record keeping is also simplified, as is report generation and re-screening processes.



Doe, John

SS# XXX-XX-XXXX

D.O.B 01/01/1900

Report Contents

- [Sex Offender Registry Search](#)

123 Company

Order #12345678

Requested by:  
John Doe on 12/01/2011

Viewed/Printed on:  
12/08/2011 at 08:56 am

Report Disclosure

Pursuant to California Civil Code 1786.29, please note that this report does not guarantee the accuracy or truthfulness of the information as to the subject of the report, but only that it is accurately copied from public records, and information generated as a result of identity theft, including evidence of criminal activity, may be inaccurately associated with the consumer who is the subject of the report. ADP shall provide a consumer seeking to obtain a copy of a report or making a request to review a file, a written notice in simple, plain English and Spanish setting forth the terms and conditions of his or her right to receive all disclosures as provided in Section 1786.26.

Sex Offender Registry Search

ADP's Sex Offender Registry search checks state public sex offender registries to reveal individuals who are listed on the registry due to convictions for sexual offenses, habitual offenders, and other sex-related crimes.

Multi State Sex Offender Registry

Information from: United States Department of Justice-Dru Sjodin National Sex Offender Registry

Item completed for client on 12/03/2011

Record

Georgia Sex Offender Registry

Names listed in registry: Doe, John

Dates of birth listed in registry: XX/XX/1988

Addresses listed in registry: 1234 Hwy 22 East  
Jackson, PA 11111

Physical description: Sex: Male, Race: Black, Height: 5'10", Weight: 165, Eyes: Hazel, Hair: Black

Agency: None listed

Registration date: 01/01/1900

Resident/Verification Date: 11/09/2011

Additional information: None listed

Fair Credit Reporting Act Notice

Your acceptance and use of this report constitutes your certification that you are in full compliance with the Fair Credit Reporting Act (15 U.S.C. Section 1681 et seq., as amended) and all applicable state and federal laws, including but not limited to state and federal equal employment opportunity laws. Prior to requesting or using this report, clients must have signed a Statement of Terms and Conditions certifying that users are familiar with, will abide by and will use the report in compliance with all applicable laws, including but not limited to, the Fair Credit Reporting Act. Although reasonable procedures are followed to assure accuracy, ADP Screening and Selection Services does not guarantee the accuracy or completeness of the information provided in this report as ADP Screening and Selection Services is not the source of the information. Final verification of an individual's identity and proper use of the report is the user's responsibility.



Para informacion en espanol, visite [www.ftc.gov/credit](http://www.ftc.gov/credit) o escriba a la FTC Consumer Response Center, Room 130-A 600 Pennsylvania Ave. N.W., Washington, D.C. 20580.

**A Summary of Your Rights Under the Fair Credit Reporting Act**

The federal Fair Credit Reporting Act (FCRA) promotes the accuracy, fairness, and privacy of information in the files of consumer reporting agencies. There are many types of consumer reporting agencies, including credit bureaus and specialty agencies (such as agencies that sell information about check writing histories, medical records, and rental history records). Here is a summary of your major rights under the FCRA.

For more information, including information about additional rights, go to [www.ftc.gov/credit](http://www.ftc.gov/credit) or write to: Consumer Response Center, Room 130-A, Federal Trade Commission, 600 Pennsylvania Ave. N.W., Washington, D.C. 20580.

- **You must be told if information in your file has been used against you.** Anyone who uses a credit report or another type of consumer report to deny your application for credit, insurance, or employment - or to take another adverse action against you - must tell you, and must give you the name, address, and phone number of the agency that provided the information.
- **You have the right to know what is in your file.** You may request and obtain all the information about you in the files of a consumer reporting agency (your "file disclosure"). You will be required to provide proper identification, which may include your Social Security number. In many cases, the disclosure will be free. You are entitled to a free file disclosure if:
  - A person has taken adverse action against you because of information in your credit report;
  - You are the victim of identify theft and place a fraud alert in your file;
  - Your file contains inaccurate information as a result of fraud;
  - You are on public assistance;
  - You are unemployed but expect to apply for employment within 60 days.

In addition, by September 2005 all consumers will be entitled to one free disclosure every 12 months upon request from each nationwide credit bureau and from nationwide specialty consumer reporting agencies. See [www.ftc.gov/credit](http://www.ftc.gov/credit) for additional information.

- **You have the right to ask for a credit score.** Credit scores are numerical summaries of your credit-worthiness based on information from credit bureaus. You may request a credit score from consumer reporting agencies that create scores or distribute scores used in residential real property loans, but you will have to pay for it. In some mortgage transactions, you will receive credit score information for free from the mortgage lender.
- **You have the right to dispute incomplete or inaccurate information.** If you identify information in your file that is incomplete or inaccurate, and report it to the consumer reporting agency, the agency must investigate unless your dispute is frivolous. See [www.ftc.gov/credit](http://www.ftc.gov/credit) for an explanation of dispute procedures.
- **Consumer reporting agencies must correct or delete inaccurate, incomplete, or unverifiable information.** Inaccurate, incomplete or unverifiable information must be removed or corrected, usually within 30 days. However, a consumer reporting agency may continue to report information it has verified as accurate.
- **Consumer reporting agencies may not report outdated negative information.** In most cases, a consumer reporting agency may not report negative information that is more than seven years old, or bankruptcies that are more than 10 years old.

- **Access to your file is limited.** A consumer reporting agency may provide information about you only to people with a valid need - usually to consider an application with a creditor, insurer, employer, landlord, or other business. The FCRA specifies those with a valid need for access.
- **You must give your consent for reports to be provided to employers.** A consumer reporting agency may not give out information about you to your employer, or a potential employer, without your written consent given to the employer. Written consent generally is not required in the trucking industry. For more information, go to [www.ftc.gov/credit](http://www.ftc.gov/credit).
- **You may limit "prescreened" offers of credit and insurance you get based on information in your credit report.** Unsolicited "prescreened" offers for credit and insurance must include a toll-free phone number you can call if you choose to remove your name and address from the lists these offers are based on. You may opt-out with the nationwide credit bureaus at 1-888-567-8688.
- **You may seek damages from violators.** If a consumer reporting agency, or, in some cases, a user of consumer reports or a furnisher of information to a consumer reporting agency violates the FCRA, you may be able to sue in state or federal court.
- **Identity theft victims and active duty military personnel have additional rights.** For more information, visit [www.ftc.gov/credit](http://www.ftc.gov/credit).

States may enforce the FCRA, and many states have their own consumer reporting laws. In some cases, you may have more rights under state law. For more information, contact your state or local consumer protection agency or your state Attorney General. Federal enforcers are:

TYPE OF BUSINESS:	CONTACT:
Consumer reporting agencies, creditors and others not listed below	Federal Trade Commission Consumer Response Center - FCRA Washington, DC 20580 1-877-382-4357
National banks, federal branches/agencies of foreign banks (word "National" or initials "N.A." appear in or after bank's name)	Office of Comptroller of the Currency Compliance Management Mail Stop 6-6 Washington, DC 20219 800-613-6743
Federal Reserve System member banks (except national banks, and federal branches/agencies of foreign banks)	Federal Reserve Board Div of Consumer & Community Affairs Washington, DC 20551 202-452-3693
Savings associations and federally chartered savings banks (word "Federal" or initials "F.S.B." appear in federal institution's name)	Office of Thrift Supervision Consumer Complaints Washington, DC 20522 800-842-6929
Federal credit unions (words "Federal Credit Union" appear in institution's name)	National Credit Union Administration 1775 Duke Street Alexandria, VA 22314 703-519-4600
State-chartered banks that are not members of the Federal Reserve System	Federal Deposit Insurance Corporation Consumer Response Center 2345 Grand Avenue, Suite 100 Kansas City, Missouri 64108-2638 1-877-275-3342
Air, surface, or rail common carriers regulated by former Civil Aeronautics Board or Interstate Commerce Commission	Department of Transportation Office of Financial Management Washington, DC 20590 202-366-1306
Activities subject to the Packers and Stockyards Act, 1921	Department of Agriculture Office of Deputy Administrator-GIPSA Washington, DC 20250 202-720-7051



**Doe, John**

SS# XXX-XX-XXXX

D.O.B 01/01/1900

**Report Contents**

- Criminal Risk

**123 Company**

Order #12345678

Requested by:

John Doe on 01/01/1900

Viewed/Printed on:

01/01/1900 at 09:57 am

**Report Disclosure**

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**Criminal Risk**

ADP's Criminal Risk searches can reveal whether an individual has a criminal history record. Depending on the criminal screens ordered, reports will reveal whether the individual has a record of any felonies and/or misdemeanors. Generally, felonies are serious crimes, such as murder, grand theft or robbery, which may result in more than one year of imprisonment. Misdemeanors generally involve lesser offenses, such as assault or disorderly conduct, which are punishable by a year or less of imprisonment and/or fines.

**California, Los Angeles County Criminal History Report**

Consolidated information from the courts of Los Angeles County.

Reviewed from 12/2003 to 12/2010

Item completed for client on 12/08/2010

 **Record Found**

**California, Los Angeles County Criminal History Report**

Information from: **Los Angeles County Courts**

**Case 1 - Number 1234567 - File date: 01/01/1900**

Names listed in case: **Doe, John**

SSNs listed in case: **None listed**

Dates of birth listed in case: **01/01/1900**

Arresting agency or county: **Not provided**

Arrest date: **01/01/1900**

**Offense 1: Possess with Intent to Distribute Cocaine - Felony**

Offense date: **Not provided**

Original: **Possess with Intent to Distribute Cocaine - Felony**

**01/01/1900 - Plead Guilty, Convicted (Conviction)**

Sentence: **30 months Imprisonment, 3 years Supervised Release, \$100.00**



**Doe, John**

SS# XXX-XX-XXXX

D.O.B 01/01/1900

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**Report Contents**

- Criminal Risk

**123 Company**

Order #12345678

Requested by:

John Doe on 01/01/1900

Viewed/Printed on:

01/01/1900 at 09:57 am



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National banks, federal branches/agencies of foreign banks (word "National" or initials "N.A." appear in or after bank's name)	Office of Comptroller of the Currency Compliance Management Mail Stop 6-6 Washington, DC 20219 800-613-6743
Federal Reserve System member banks (except national banks, and federal branches/agencies of foreign banks)	Federal Reserve Board Div of Consumer & Community Affairs Washington, DC 20551 202-452-3693
Savings associations and federally chartered savings banks (word "Federal" or initials "F.S.B." appear in federal institution's name)	Office of Thrift Supervision Consumer Complaints Washington, DC 20522 800-842-6929
Federal credit unions (words "Federal Credit Union" appear in institution's name)	National Credit Union Administration 1775 Duke Street Alexandria, VA 22314 703-519-4600
State-chartered banks that are not members of the Federal Reserve System	Federal Deposit Insurance Corporation Consumer Response Center 2345 Grand Avenue, Suite 100 Kansas City, Missouri 64108-2638 1-877-275-3342
Air, surface, or rail common carriers regulated by former Civil Aeronautics Board or Interstate Commerce Commission	Department of Transportation Office of Financial Management Washington, DC 20590 202-366-1306
Activities subject to the Packers and Stockyards Act, 1921	Department of Agriculture Office of Deputy Administrator-GIPSA Washington, DC 20250 202-720-7051