

Pacific Crest Youth Arts Organization

Background Check Policy

Board of Directors

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I. General

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

II. Policy

1. Each Staff member who will have regular, direct contact for more than two consecutive 24-hour periods or who intends to sleep in the same general area as the corps membership shall be subject to a background investigation.
2. PCYAO shall use an independent entity to process the investigation.
3. To protect the confidentiality of Staff, the information gathered shall be sent to the Executive Director.
4. The Executive Director shall have all rights to reject, allow or limit a Staff member's participation with PCYAO based on the information obtained from the background investigation.
5. A Staff member who has had their participation rejected by the Executive Director may appeal the decision to the Board of Directors. As part of the appeal, both parties will be allowed to present their case at the next regularly scheduled Board meeting.
6. PCYAO recognizes that, at times, the screening process cannot be completed before the Staff member is needed. In such cases the screening will still occur and Staff member will be subject to item 4 above.
7. PCYAO will require all individuals who might be willing to volunteer or contract for more than the consecutive 24-hour periods to complete the background check form in advance of their volunteerism or work.
8. Individuals who volunteer or work on an annual basis shall be subject to a background investigation every two (2) years.
9. PCYAO will keep the background information on file for at least 2 years.

III. Adverse Action Criteria

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

- A felony conviction of any violent 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.
- Felony conviction of 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.