



Background Check Policy

1000. INTRODUCTION

1006. Background Checks

Investigative Consumer Reports (background checks) are conducted on all prospective employees and volunteers working with minors in a supervisory or disciplinary position, and at any time during an employee's tenure at Assistance League of Long Beach. Background checks are conducted and prepared by First Advantage and include the following information:

- Past employment verification
- Driving record history
- Credit history
- Criminal record (both state and federal) which include sexual offenses against minors, physical altercations, DUI history, drug abuse convictions
- Civil matter
- Educational background
- Professional licensing

Individuals have the right, upon written request made within a reasonable period of time (not to exceed 30 days) after receipt of notice to receive a written disclosure of the nature and scope of any investigation.

If a consumer investigative report is obtained and an adverse decision is made affecting an individual's employment, Assistance League of Long Beach will provide to the individual (before making the adverse decision) a copy of the Investigative Consumer Report and a description in writing of the individual's rights under the Fair Credit Reporting Act.

If an employee or volunteer has been convicted of a violation or attempted violation or sex offense, Assistance League will notify parents/guardians of any minor who will be supervised or disciplined by the employee or volunteer at least ten days prior to the day that the employee or volunteer begins his/her duties or tasks.

Written notice regarding the organization's policy on background checks is also posted on the Assistance League of Long Beach website (AB 1852).