

District Background Check Procedures

Rotary
District 5020



I. Standards for Evaluating Background Checks:

A. Basic Standard: A volunteer candidate should be considered qualified to serve as a Youth Volunteer if a background check, volunteer application and reference checks produce no evidence that he/she will not be able to serve in a meaningful way in accordance with the District Statement of Conduct for working with Youth:

District 5020 strives to create and maintain a safe environment for all youth who participate in Rotary activities. To the best of their abilities, Rotarians, Rotarians' spouses and partners, and other volunteers must safeguard the children and young people they come in contact with and protect them from physical, sexual, and emotional abuse.

B. Background Check Results: If adverse information is returned from a background check, each case will be considered individually on its merits or demerits with the following criteria:

1. **Type of information.** Types might include (not all-inclusive)
 - a. Felonies
 - b. Misdemeanors
 - c. Business ethics violations
 - d. Traffic and/or behavior incidents
2. **Seriousness of the adverse information.** Seriousness might include the type of felony or misdemeanor or abuse of power in business situations.
3. **Recurrence of the adverse action or event.** For example: Is the infraction a recurring event such as multiple speeding tickets or multiple intoxication events?
4. **Timing of adverse action or events.** Greater weight should be given to incidents that have occurred in the near past versus isolated incidents that may have occurred in the distant past.

C. Presumptive Rejection of the Candidate: Some adverse information shall be considered as grounds for presumptive rejection of a candidate. These are listed in [RCW 43.43.830](#) and include but are not limited to:

1. Aggravated murder;
2. First or second degree murder;
3. First or second degree kidnapping;
4. First, second, or third degree assault;
5. Fourth degree assault (if a violation of [RCW 9A.36.041\(3\)](#));
6. First, second, or third degree assault of a child;
7. First, second, or third degree rape;

8. First, second, or third degree rape of a child;
9. First or second degree robbery;
10. First degree arson;
11. First degree burglary;
12. First or second degree manslaughter;
13. First or second degree extortion;
14. Indecent liberties;
15. Incest;
16. Vehicular homicide;
17. First degree promoting prostitution;
18. Communication with a minor;
19. Unlawful imprisonment;
20. Simple assault;
21. Sexual exploitation of minors;
22. First or second degree criminal mistreatment;
23. Endangerment with a controlled substance;
24. Child abuse or neglect as defined in [RCW 26.44.020](#);
25. First or second degree custodial interference;
26. First or second degree custodial sexual misconduct;
27. Malicious harassment;
28. First, second, or third degree child molestation;
29. First or second degree sexual misconduct with a minor;
30. Commercial sexual abuse of a minor;
31. Child abandonment;
32. Promoting pornography;
33. Selling or distributing erotic material to a minor;
34. Custodial assault;
35. Violation of child abuse restraining order;
36. Child buying or selling;
37. Prostitution;
38. Felony indecent exposure;
39. Criminal abandonment;
40. Conviction of a crime to manufacture, delivery, or possession with intent to manufacture or deliver a controlled substance.
41. Conviction for first, second, or third degree extortion;
42. First, second, or third degree theft;
43. First or second degree robbery;
44. Forgery;

D. Non-Automatic Rejection: Misdemeanor criminal offenses, business ethics or business practices reputation, civil law suits, (depending upon issues involved), public behavior, relationships, time in business, location of residence and/or business, family and/or travel

requirements, or illegal drug possession/use (not an all- inclusive list). Any of the preceding may provide reasons to reject a candidate.

E. Other negative information. The District reserves the right to reject a candidate for other reasons than specified in IV.C. above if negative information is obtained from any credible source. The District may put a candidate on hold until resolution of pending actions (either legal or situational). Once pending action is resolved the candidate may either be approved or be rejected.

Background check information about events in a person's life that may cause some concern or warrant further investigation may be pursued by inviting the prospective volunteer to discuss the events with the District Youth Protection Officer (DYPO).

II. Procedures:

1. Background Checks

For US Youth Exchange Volunteers and Host Family members who are 18 or older: The US Compliance Officer will initiate a background check using the IntelliCorp (national background check service and the National Sex Offender Registry check) through YEAH for all US volunteer candidates.

For all Canadian Rotary Youth Program Volunteers (including Host Family members who are 18 or older: The Club YPO will use a Vulnerable Sector Criminal Record Check for all Rotary Youth Program volunteers and all Rotary Youth Exchange host family members who are 18 or older. The results of the Vulnerable Sector Criminal Record Check will be uploaded by the Club YPO or YEO to the YEAH system for Rotary Youth Exchange volunteer and host family candidates, the results for all other Rotary Youth Program volunteers will be evaluated and uploaded into the Youth Volunteer Management (YVM) system.

For all US Rotary Youth Program Volunteers (other than Youth Exchange): The Club YPO will use either the WATCH system or a Club created IntelliCorp account to perform the background check. The results will be evaluated and uploaded by the Club to the Youth Volunteer Management (YVM) system.

2. Evaluate Background Check Results

NOTE: When background or criminal record check results are received, the Youth Exchange Compliance Officer or club YPO MUST keep the results confidential.

If no adverse information is found, the Compliance Officer approves the Background Check in YEAH or the Club YPO approves the Background Check in the YVM system.

3. Negative Results

If negative information is identified in the background check, the Compliance Officer or Club YPO will discuss the findings with the DYPO.

For US Candidates screened by IntelliCorp only: The Youth Exchange Compliance Officer or Club YPO will send the applicant a copy of the Proposed Adverse Action. If the individual responds with an explanation, the Youth Exchange Compliance Officer or Club YPO will evaluate the additional information and discuss with the DYPO. If the decision is made to reject the application, the Youth Exchange Compliance Officer or Club YPO will send the applicant the Final Notice of Adverse action.

III. Record Retention. The results received from the background checks will be maintained in the secure electronic repositories (YEAH and YVM) for at least 20 years.