



## **VOLUNTEER BACKGROUND CHECK POLICY**

The City of Westfield (the “City”) is committed to protecting the health, well-being and safety of its employees, volunteers and guests. Keeping our participants and community safe is a top priority. Therefore, effective April 1, 2017, the City will be conducting background checks on certain volunteers through a nationally recognized screening provider, Background Investigation Bureau (BIB). BIB confidentially conducts City volunteer background checks in compliance with the Fair Credit Reporting Act (FCRA). Volunteers will not be charged to have their background checked and will need to be rechecked on an annual basis.

Volunteers will be required to undergo a criminal background check if their volunteer activities involve interaction with youth, involve the safety of the public, or when otherwise deemed appropriate by the City. All information obtained by the City as a result of the criminal background check will be used solely for determining eligibility to serve as a volunteer for the City. Background checks must be completed prior to volunteering and ample time allotted to receive the results. Volunteers must wear ID cards at all times when volunteering for the City.

When a background check is required, you will be required to complete the information via the following secured website: <https://bib.com/SECUREVOLUNTEER/CITY-OF-WESTFIELD/>. Access may also be obtained through a link on the City’s website. Information that a consumer-reporting agency requires to conduct the background screen is included in the on-line service. **123-45-6789** may be used in place of a SS# for those volunteers that are apprehensive about using their assigned SS#. All criminal background check information will be kept as confidential as possible. The City complies with all applicable federal, state, and local laws regarding criminal background checks.

If you have any questions regarding this policy or if you have any questions about criminal background checks that are not addressed in this policy, please contact the City’s Human Resources Department.