

Background Check Flow Chart for Volunteers

Do Volunteers need to complete a background check?

Volunteers are required to complete a background check if they meet the following criteria:

- On a regular basis, they will have access to, or control over amounts greater than \$10,000 in cash, checks, credit cards, and/or credit card account information *and/or*
 - They will have access to **Level 1 data** *and/or*
 - A background check is required by law

How do I know if my volunteer(s) will be in a position in which a background check is required by law?

Based on the assignment, summary of duties, and answers provided on the CSUSB Volunteer Identification Form, the Human Resources Department will determine whether the volunteer(s) will be in a position in which a background check is required by law. Positions in which a background check is currently required by law include, but is not limited to the following:

- positions with regular, direct contact with minors, *and/or*
- access to stored criminal offender record information *and/or*
 - access to patients, drugs or medication

Per Executive Order 1083 Revised on July 21st, 2017, all volunteers are considered Limited Mandated Reporters. They are required to sign a statement (attached to the volunteer form) prior to the start of their service that acknowledges their status as a Limited Reporter. Volunteers who refuse to sign the statement presented to them cannot serve as volunteers, without any exception. For more information, please contact our HR Operations department at (909) 537-5138 or email hr@csusb.edu.

Background Check Process:

Each department is mandated to complete the CSUSB Volunteer Identification Form and submit it directly to the Human Resources Department prior to the volunteer's start date

*Request form is available on the Human Resources Website at <https://www.csusb.edu/human-resources/forms>

*Processing may take up to 10 business days so please plan accordingly

The Human Resources Department will review the form and determine if the volunteer will be in a position in which a background check is required by law

No Background Check is Required

If the volunteer is *NOT* in a position in which a background check is required by law, HR will process the volunteer form. The volunteer and supervisor listed on the form will be notified via email that the form has been processed.

Background Check is Required

If the volunteer is in a position in which a background check is required by law, HR will initiate the background check process. This will consist of the volunteer completing an electronic request from Accurate Background Inc. and/or completing a live scan at the University Police Department. The supervisor listed on the form will be notified via email when the background check request(s) have been submitted for the volunteer(s).

*Please note that this may require the volunteer to fill out additional HR forms

Accurate Background Inc. and/or the University Police Department will conduct the background check(s) and the results will be provided to the Compliance Coordinator.

*Approximate turn around time for results is estimated to take up to 14 business days

Once the results have been received and reviewed, the Compliance Coordinator will update the department on the volunteer(s)' eligibility to volunteer. The volunteer and supervisor listed on the form will be notified via email that the form has been processed.

* You may receive a copy of the approved volunteer form upon request