Assumption

Per the requirements of University policy and the Child and Adult Abuse Information Act per RCW 43.43.830-43.845, we assume that department heads have already assessed the details of their child-related program and determined that the program does, will or could allow employees, students, volunteers and/or independent contractors to have "unsupervised access" to children or minors under sixteen (16) years of age, therefore criminal background checks are required. Or it is required by another state law or off-campus placement site.

Who is Responsible?

Department heads assess the program and arrange the criminal background checks for program personnel as follows:

**Human Resources** handles criminal background checks for employees and volunteers:

- **Employees** – This group includes student-employees as well.

- **Volunteers** - Volunteers may be students, community members or employees who are asked by departments to perform volunteer duties on behalf of the administrative functions of the department or University.  [Link to HR’s Volunteer Registration Program]  **Note:** Faculty members who are volunteering as a function of their official duties to meet their departmental standards for “service to the University and community” need not register as a volunteer.

  Contact Stephanie Ludemann, Human Resources, x3306 or Stephanie.ludemann@wwu.edu

**Departments** handle criminal background checks for students, independent contractors and visiting scholars or researchers:

- **Students** – Students who work with children on or off campus as part of, for example, an internship, applied learning, practica, service learning or experiential learning activity.

- **Independent Contractors** - Independent contractors are individuals who receive remuneration under a contract with the University for performing services on behalf and under the direction of the University for a child-related program.

- **Visiting Scholar or Researcher** – Adult individuals who receive no financial compensation from the University but have a need to access University resources (e.g. phone extension, email, office space) to conduct services and are neither volunteers nor students.
Type of criminal background checks Required

**Human Resources** is responsible for determining the type of criminal background check for employees (including student employees) and volunteers. Most employees have obtained a criminal background check upon hire.

**Departments** should use the **Children at Western Criminal Background Check Requirements** spreadsheet for students, independent contractors and visiting scholars and researchers.

**Resources for obtaining background checks**
- **University Police** – Offers Washington State, all state and fingerprinting services
- **Washington State Patrol - WATCH Check** – Offers Washington State only and fingerprinting services
- **Certified Background** - Western has a contract with Certified Background. Offers Washington State and all state. No fingerprinting services. Contact Barbara Lewis, Purchasing, x3068.
- **National Sex Offender Website Database** - Provides public access to each participating state Sex Offender Web Site. In most cases, the database includes individuals who have been convicted of sexually violent offenses against adults and children and certain sexual contact and other crimes against victims who are minors.

For assistance, please contact Paul Mueller, Risk Management, 360-650-3065 or paul.mueller@wwu.edu.