

# UNITED STATES OLYMPIC & PARALYMPIC COMMITTEE PROCEDURE



**PROCEDURE NAME:** Background Check Procedures

**GOVERNING USOPC POLICY:** Background Check Policy

**DATE OF ISSUANCE:** 3/14/2024

**POLICY OWNER:** SVP, Chief of Security and Athlete Services

**APPLIES TO:** USOPC Staff and Others (as below)

## **Purpose:**

These procedures set out the background check search components and the process for conducting background checks, interpreting background check results, communicating with individuals regarding their background check results, and reporting to the U.S. Olympic & Paralympic Committee (USOPC) all background check results.

*NOTE: Due to reporting and other limitations, information from a background check should not be relied upon as the sole basis for selection, but rather an important indicator in the overall selection process.*

## **Statement of Procedure:**

### **I. Authorized Background Check Organization**

- A. The National Center for Safety Initiatives (NCSI) shall conduct all background checks for the USOPC. NCSI is a full-service screening organization.

In addition to conducting background checks, NCSI is responsible for evaluating background check results, communicating with individuals regarding their background check results, and reporting to the USOPC and the appropriate National Governing Body (hereinafter "NGB") all background check results. NCSI will also be responsible for complying with the Fair Credit Reporting Act ("FCRA"), storage of background check records, and maintaining the confidentiality of information obtained in the background check process.<sup>1</sup>

Since 2019, the USOPC has been in a contract with NCSI to allow use of the NCSI website and will conduct a bi-annual review of NCSI to ensure its needs and the needs of all its constituents are being met.

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<sup>1</sup> NCSI does not participate in or make decisions regarding an individual's eligibility for participation. Any and all decisions relating to participation shall be determined at the discretion of the USOPC.

# UNITED STATES OLYMPIC & PARALYMPIC COMMITTEE PROCEDURE

## II. Individual Self-Registration Procedure

- A. USOPC will provide registrants with information to complete their background check registration through the NCSI platform. As part of their online registration at NCSI's secure website, each individual must complete a background check Consent & Authorization form.
- B. From the time an individual self-registers for their background check, through the conclusion of their association with the USOPC, they have the affirmative duty to disclose their criminal history to the USOPC. Failing to disclose or intentionally misrepresenting an arrest, plea, or conviction is grounds for disciplinary action and an ethics and compliance investigation, regardless of when the offense is discovered or occurred. An individual also has an affirmative duty to disclose any current criminal investigations, a pending outcome, confirmed violation, or suspension stemming from any SafeSport-related matter with any NGB, sport organization, the U.S. Center for SafeSport, or Law Enforcement. In such an event, the individual must notify the USOPC, in writing and within 24 hours.
- C. The USOPC shall be responsible for ensuring that background checks are conducted on the individuals outlined in the Application Section of the Background Check Policy (Section I).

## III. Background Check Search Components

- A. **Full Background Checks.** All full background check screens will include at least the following search components:
  1. Social Security Number validation;<sup>2</sup>
  2. Name and address history records;
  3. Two independent Multi-Jurisdictional Criminal Database searches covering 50 states plus DC, Guam, and Puerto Rico;
  4. Federal District Courts search for each name used and district where the individual currently lives or has lived during the past seven years, going back the length of time records are available and reportable;
  5. County Criminal Records for each name used and county where the individual currently lives or has lived during the past seven years, going back the length of time records are available and reportable for each county searched;
  6. National Sex Offender Registry database search of all available states, plus DC, Guam, and Puerto Rico;
  7. Multiple National Watch Lists;

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<sup>2</sup> Or suitable alternative identification verification process as determined by the background check vendor.

# UNITED STATES OLYMPIC & PARALYMPIC COMMITTEE PROCEDURE

8. SafeSport Disciplinary Records;<sup>3</sup>
9. Comprehensive International Records search for individuals who have lived outside of the United States for six consecutive months in any one country, during the past seven years;<sup>4</sup>
10. Motor Vehicle Records of at least a 3-year history in the state of licensure; (if driving is required for position);
11. Education Verification and final degree received (one time only, on initial screening if required for position; USOPC only);
12. Credit History Check (for USOPC Executive Team members and USOPC employees who work in Finance or Audit; USOPC only); and
13. Professional License/Certification Verification for certain medical roles.<sup>5</sup>  
See [USOPC Sports Medicine Provider Credentialing Policy](#).

**B. Supplemental Background Checks.** All supplemental off-year background check screens will be conducted using at least the following search components:

1. Multi-Jurisdictional criminal database covering 50 states plus DC, Guam, and Puerto Rico
2. Sex Offender Registry database searches of all available states, plus DC, Guam, and Puerto Rico; and
3. SafeSport Disciplinary Records.

**C. Background Checks for Media, Third-Party Vendors/Contractor, and Partner Programs.** For background checks the USOPC conducts on media personnel, as well as for those that must be conducted by third-party vendors/contractors and community organizations, all such searches will be conducted using a name-based or biometric based record search in any combination that shall, at a minimum:

1. Social Security Number validation;<sup>6</sup>
2. Multi-Jurisdictional Criminal Database search covering 50 states plus DC, Guam, and Puerto Rico;

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<sup>3</sup> Until the process is automated, this shall be accomplished by conducting individualized searches of the SafeSport Disciplinary Records on the SafeSport website for individuals covered under the Background Check Policy.

<sup>4</sup> International record checks vary from country to country. The background check vendor will provide comparable search components depending on the laws of that specific country. U.S. military service and diplomatic members who have lived abroad may be exempt from the international record check if they resided on a U.S. government compound.

<sup>5</sup> License and/or certification verifications will be required for individuals in the following medical roles: Medical Doctor (MD), Doctor of Osteopathic Medicine (DO), Chiropractor (DC), Physician Assistant (PA), Acupuncturist, Massage Therapist, Physical Therapist, and Certified Athletic Trainer.

<sup>6</sup> Or suitable alternative identification verification process as determined by the background check vendor.

# UNITED STATES OLYMPIC & PARALYMPIC COMMITTEE PROCEDURE

3. Federal District Courts search for each name used and district where the individual currently lives or has lived during the past seven years, going back the length of time records are available and reportable;
4. County Criminal Records for each name used and county where the individual currently or has lived during the past seven years, going back the length of time records are available and reportable for each county searched;
5. Sex Offender Registry database searches of all available states, plus DC, Guam, and Puerto Rico; and
6. SafeSport Disciplinary Records.

## IV. Background Check Screening

- A. NCSI will provide a "Red Light/Green Light" determination for each background check to the USOPC. A "Green Light" indicates that no reportable criteria-related convictions or pending dispositions were found in the screening process and information needed to complete the background check was received. A "Red Light" means one or both of the following: 1) information is required to complete the screening process ("RL-I") and/or 2) criteria-related convictions or pending convictions were found and verified in the screening process ("RL-Review"). If a question arises concerning a background check, the individual will be contacted directly by NCSI and given the opportunity to correct potential discrepancies in the individual's records or to provide additional information prior to NCSI issuing a Red Light determination. In "RL-I" situations the USOPC may also be contacted.
- B. A reportable record or disclosure that contains a disposition or resolution of a criminal proceeding, other than an adjudication of not guilty,<sup>7</sup> or the existence of pending charges, for any of the below criminal offenses will be flagged as a Red Light, meaning it does not meet the initial screening criteria and the individual will be subject to the USOPC's Dispute Resolution Hearing Procedures to determine the individual's level of access and involvement with regard to athlete interactions, USOPC facilities, Olympic, Paralympic, Pan American, and Parapan American Games (collectively the "Delegation Events"), and the Youth Olympic, World Beach, and Youth Parapan American Games, and other international sporting events as designated by the USOPC (collectively the "NOC/NPC Events")(as defined below):
  1. Any felony;<sup>8</sup> and

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<sup>7</sup> For purposes of these procedures, a "disposition or resolution of a criminal proceeding, other than an adjudication of not guilty" shall include, but is not limited to: an adjudication of guilt or admission to a criminal violation, a plea to the charge or a lesser included offense, a plea of no contest, any plea analogous to an *Alford* or *Kennedy* plea, the disposition of the proceeding through a diversionary program, deferred adjudication, deferred prosecution, disposition of supervision, conditional dismissal, juvenile delinquency adjudication, or similar arrangement, or the existence of an ongoing criminal investigation, a warrant for arrest, or any pending charges.

<sup>8</sup> For purposes of these procedures, the term "felony" shall refer to any criminal offense punishable by imprisonment for more than one year.

# UNITED STATES OLYMPIC & PARALYMPIC COMMITTEE PROCEDURE

2. Any misdemeanor involving:
  - a. All sexual crimes, criminal offenses of a sexual nature to include but not limited to; rape, child molestation, sexual battery, lewd conduct, possession and distribution of child pornography, possession and distribution of obscene material, prostitution, indecent exposure, public indecency, and any sex offender registrant;<sup>9</sup>
  - b. Any drug related offenses;
  - c. Harm to a minor or vulnerable person, including, but not limited to, offenses such as child abandonment, child endangerment/neglect/abuse, contributing to the delinquency of a minor, and DUI with a minor;
  - d. Violence against a person, force, or threat of force (including crimes involving deadly weapons and domestic violence);
  - e. Stalking, harassment, blackmail, violation of a protection order, and/or threats;
  - f. Destruction of property, including arson, vandalism, and criminal mischief; and
  - g. Animal abuse, cruelty, or neglect.

## V. Driving Privileges

- A. For purposes of being authorized to transport people in any motor vehicle for business purposes, a record that contains the following information will be flagged as a Red Light Review and subject to review in accordance with the USOPC's Dispute Resolution Hearing Procedures:
  1. No valid driver's license (expired or lack of license);
  2. Suspended or revoked driver's license;
  3. More than two moving violations and/or accidents in the prior two years;
  4. A conviction for a major moving violation within the prior two years, including, but not limited to: DUI/DWI, possession of an open container, any drug-related motor vehicle incident, leaving the scene of an accident, assault (in any form) by use of a motor vehicle, and reckless driving (willful or wanton disregard for safety of persons or property in any form);
  5. Pending traffic offenses; and
  6. An individual being under 21 years of age.

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<sup>9</sup> Any covered individual that has been convicted of, received an imposition of a deferred sentence for, or any plea of guilty or no contest for any sexual crime, criminal offense of a sexual nature, and/or is a sex offender registrant must be reported to the U.S. Center for SafeSport.

# UNITED STATES OLYMPIC & PARALYMPIC COMMITTEE PROCEDURE

- B. If following the USOPC review, the determination is that the individual is not approved for driving privileges, then the individual is not authorized to drive or operate any vehicle (personal, rental, or USOPC fleet vehicle) to transport athletes, Delegation members, volunteers, or members of the organizing committee.

## VI. Appeal to Criminal Background Check Vendor

Any individual has the right to dispute what they consider to be erroneous findings of the criminal background check directly with the criminal background check vendor. The USOPC is required by the Background Check Policy to accept the findings of the criminal background check provider as to the accuracy of the records. However, the USOPC Background Check Review Panel shall exercise their discretion and may take all relevant information into consideration to determine the eligibility status of individuals with Red Light findings.

## VII. Background Check Procedures

- A. The USOPC will be notified of Green Light and Red Light status. Individuals will receive two separate Green Light/Red Light notifications: one for their criminal check and one for their driving history check. In the event of a Red Light, NCSI will contact the USOPC to request authorization to send an adverse action letter on behalf of the USOPC, and if authorized, will send an adverse action letter to the individual. On request, NCSI will provide additional information to support the USOPC's review and decision process.
- B. After receiving notification of a Red Light, a USOPC Review Panel will be constituted in accordance with the Dispute Resolution Hearing Procedures. The Review Panel will determine if and to what degree the individual will be: (a) affiliated with the USOPC, (b) granted access to an Olympic Training Center, (c) permitted to participate in a Delegation and/or NOC/NPC Events, or (d) granted driving privileges in accordance with the Background Check Policy and these procedures.
- C. NGBs are required to notify the USOPC via email at [Background.Checks@usopc.org](mailto:Background.Checks@usopc.org) of any decision reached by the NGB, which has the effect of allowing an individual covered by the NGB's Background Check Policy to reside, train or compete at an Olympic Training Center, or participate in Delegation Events or NOC/NPC Events, if the individual's background check screen was flagged for any disposition or resolution of a criminal proceeding, other than an adjudication of not guilty for any of the below crimes:

Any felony involving:

1. Violence against a person within the previous ten (10) years;
2. Violent crimes involving weapons (including armed robbery and aggravated assault with a weapon) within the previous ten (10) years; and
3. Animal abuse, cruelty or neglect.

# UNITED STATES OLYMPIC & PARALYMPIC COMMITTEE PROCEDURE

As well as any felony or misdemeanor involving:

4. All sexual crimes and criminal offenses of a sexual nature to include, but not limited to: rape, child molestation, sexual battery, lewd conduct, possession or distribution of child pornography, possession and distribution of obscene material, and any sex offender registrant (excluding prostitution, indecent exposure, and public indecency);
5. Drug offenses including: drug distribution, intent to distribute, manufacturing, trafficking, or sale within the previous 7 years (excluding crimes for drug use or possession); and
6. Harm to a minor or vulnerable person, including, but not limited to: offenses such as child abandonment, child endangerment/neglect/abuse, contributing to the delinquency of a minor, providing alcohol to a minor, and DUI with a minor.

## VIII. Payment Information

In cases where the USOPC directly assigns or nominates an individual to serve in a Games role or to be a member of the official Games Delegation, payment for the background check will be the responsibility of the USOPC. In all other instances, payment for the background check will be arranged by the NGB, partner program, or USOPC Department. See Appendix for matrix outlining background check costs.

## IX. Proof of Background Check

Proof of a completed, current, and compliant background check may be provided to the USOPC in the following formats. The USOPC reserves the right to request additional documentation at its discretion.

1. *NCSI background check*: Screenshot that clearly displays the individual's full name, the Report Date (or date of completion) OR the expiration date, the determination (completed/green light, or flagged/red light), the background check type, and the name of the account in which it was completed.
2. *NCSI background check*: Written confirmation from NCSI of the individual's background check completion and the expiration date of that background check.
3. *Background Checks from other vendors that are certified and compliant with the USOPC Background Check Policy*: Screenshot that clearly displays the individual's full name, the Report Date (or date of completion) OR the expiration date, the determination (completed/green light, or flagged/red light), the background check type, the vendor that conducted the background check, and the name of the account in which it was completed.
4. NGB membership card that clearly displays the individual's name, membership status, and background check expiration date.

# UNITED STATES OLYMPIC & PARALYMPIC COMMITTEE PROCEDURE

X. Revision History

Publication Type	Procedure Approver	Publication Date	Next Scheduled Review	Summary of Changes
Initial Publication	Board of Directors	December 13, 2019	N/A	N/A – initial publication
Procedure Update	SVP, Chief of Security and Athlete Services	Projected March 14, 2024	2025	Revised to include: <ul style="list-style-type: none"> <li>- Updated nomenclature</li> <li>- Updated DRU procedures</li> <li>- Added accepted methods to provide proof of background check to USOPC</li> </ul>