

# MD4 YOUTH PROTECTION POLICY AND PROCEDURES MANUAL

Adopted February 2020

Revised February 2023



(Youth Service Organizations, Section 18975 Business & Professional Code)

## TABLE OF CONTENTS

Introduction .....	3
Statement of Conduct for Working with Youth .....	3
MD4 Lions Youth Protection Policy	
Definitions .....	3
All MD4 Youth Programs .....	4
Management of Screening Process .....	4
Person Prohibited from Volunteering for Lions Youth Service .....	5
Multiple District 4 Custodian of Records.....	5
Multiple District 4 Youth Protection Committee for Youth Service Programs .....	5
Insurance and Indemnification .....	6

## APPENDIX

Business and Professions Code Section 18975 –	
Child Abuse and Neglect Preventions.....	Appendix A-Pg. 7
Penal Code Section 11165.7.....	Appendix B-Pg. 7
State of California Penal Code Section 11105.3.....	Appendix C-Pg. 8-9
State of California Penal Code Section 11165.9.....	Appendix D-Pg. 10
Multiple District 4 Lions Youth Service Chairpersons.....	Appendix E-Pg. 11
Multiple District 4 Policy Against Sexual Abuse & Harassment.....	Appendix F-Pg. 12
Reporting Allegations .....	Appendix G-Pg. 13-14
MD4 Youth Lions Youth Service Volunteer Application.....	Appendix H-Pg. 15-16
Multiple District 4 Youth Service Compliance Form .....	Appendix I-Pg. 17
MD4 Youth Protection Committee Duties & Responsibilities .....	Appendix J-Pg. 18-19
Duties of the District Youth Protection Officer.....	Appendix K-Pg. 20
Duties of the Club Youth Protection Officer.....	Appendix L-Pg. 21
MD4 Youth Protection District/Club/Volunteer Checklist .....	Appendix M-Pg. 22
MD4 Verification of School-Based Youth Advisor Compliance.....	Appendix N-Pg. 23
MD4 Receipt of Clearance Request for Verification of Items .....	Appendix O-Pg. 24
MD4 Youth Protection Policy Non-Compliance Form .....	Appendix P-Pg.25
MD4 Instructions for Live Scan Fingerprinting .....	Appendix Q-Pg.26

# **MULTIPLE DISTRICT FOUR LIONS YOUTH PROTECTION POLICY**

## **Introduction**

On September 16, 2021, Governor Gavin Newsom signed AB 506 (Lorena Gonzalez), which added Chapter 2.9. Youth Service Organizations, Section 18975 of the Business and Professions Code. AB 506 became effective on January 1, 2022. (See Appendix A – Page 7) Lions Clubs International (LCI) requires that all Districts and Lions Clubs establish youth protection policies and procedures. Multiple District 4 Lions (MD4) shall comply with California Business and Professions Code section 18975 and hereby adopts the policies, procedures and guidelines contained therein and applies them to all MD4 Districts and Lions Clubs. This policy is incorporated by reference into the MD4 Policy and Procedure Manual. **\*\*All Clubs who participate in youth service programs, including, but not limited to Lions Youth Exchange, Leos, student speaker, scholarship programs, youth camps, mentoring and literacy programs, shall comply with the Policy and Procedures described in this document and the attached Appendix. Noncompliance may result in a referral to LCI, a restriction in working with youth, and subject violators to criminal liability.**

## **Statement of Conduct for Working with Youth**

School-based Leo Clubs that meet on the school site, have a faculty School Advisor, and follow California school district clearance policy and procedures are exempt from this policy. The Leo activities in these Leo Clubs are considered a school-based activity. A verification letter from the school district identifying the Youth Advisor and the name of the Leo Club is required for MD4 records (*Appendix N*).

Non-school-based Leo Club Officers and volunteers are not exempt from this policy.

**\*\*All other MD4 Lion youth programs, including, but not limited to Lions Youth Exchange, student speaker, scholarship programs, youth camps, mentoring and literacy programs, are not exempt from this policy.**

**\*\*Note:** AB 506 requires all adults who are 18 years of age or older and who have direct contact with, or supervision of, children for more than 16 hours a month or 32 hours per year to complete the volunteer background clearance process. This involves looking at your service projects that involve working with Leos or any other youth. Each Club Youth Protection Officer will need to monitor if any of the adult volunteers meet or exceed noted hours. If you do see that a volunteer will be close to meeting the 16+ hours per month or 32+ hours per year, it is recommended that they go through the clearance process. This does involve self-monitoring by each club and individual.

Also, it is still highly recommended that at least 2 adults always be present when having direct contact or supervision with minors--**both for their protection and yours.**

## **Multiple District 4 Lions Youth Protection Policy**

### **(a) Definitions**

- (1) “Minor” means a male/female under the age of 18 who participate in an MD4 Lion youth program.

- (2) “Volunteer” means a person affiliated with a MD4 Lions youth program who is 18 years of age or older and who has direct contact with, or supervision of minors.
- (3) “MD4 Lions Youth Program” All MD4 Lions Youth Programs will be aligned with Guidelines as established within AB506.
- (b) An administrator, employee, or volunteer of an MD4 Lions youth program shall complete training in child abuse and neglect identification and training in child abuse and neglect reporting. The training requirement may be met by completing the free online mandated reporter training provided by the California Office of Child Abuse Prevention in the State Department of Social Services.
- (c) Free Mandated Reporter Training: <https://mandatedreporterca.com/training/volunteers>
- (d) The presence of at least two mandated reporters whenever administrators, employees, or volunteers are in contact with, or supervising children.
- (e) An administrator, employee, or volunteer of an MD4 Lions youth program shall undergo a background check pursuant to California Penal Code section 11105.3 to identify and exclude any persons with a history of child abuse. (See *Appendix C – Page 8-9*) (Text of Penal Code section 11105.3)
- (f) The adult who witnesses suspected child abuse or neglect or to whom allegations of suspected child abuse and neglect were reported to, shall immediately contact any California police department, sheriff’s department, or Child Protective Services agency, and make a report of the allegations. After reporting the child abuse and neglect allegations to law enforcement or Child Protective Services, the adult shall contact the District Youth Protection Officer and District Governor and the Youth Exchange Committee Chair, if the victim is an exchange student. The Youth Exchange Committee Chair shall notify the youth exchange victim’s family and/or responsible guardian. (See *Appendix D – Page 10*) (Text of Penal Code section 11165.9); (See *Appendix E – Page 11*) (Names and contact information for District Youth Protection Officers.)
- (g) All direct contact with and supervision of a minor participating in an MD4 Lions youth program shall require, to the greatest extent possible, the presence of at least two mandated reporters.

## All MD4 Youth Programs

All volunteers who will have contact with youth MUST:

- Complete a volunteer application (*Appendix H*)
- Undergo background/criminal record clearance.
- Complete the Mandated Reporter Training and provide verification of their certification. <https://mandatedreporterca.com/training/volunteers>
- Volunteers will need to pay for screenings. District and Clubs may make arrangements to pay for volunteer screenings.

- If requested by an organization, undergo TB Testing, or show proof of recent TB Test within last two (2) years.
- Provide proof of valid driver's license, driving record, and insurance (*when providing transportation*)

## **Management of Screening Process**

The District and Club Youth Protection Officer for each Leo District/Leo Club is responsible for managing the compliance process for their volunteers. Volunteers shall not begin service until the applicant has been cleared to work with youth and has submitted all requested verifications.

District and Club Youth Protection Officers are encouraged to scan documents and maintain all volunteer information on an encrypted (password protected) flash drive. It is not recommended to keep a hard copy of any of the documents except the Volunteer's Application. For emergency purposes, that needs to be kept on file.

District and Club Youth Protections Officers will maintain all information such as Volunteer Applications, TB Clearance, verification of Mandated Reporter certification. If transporting youth, one needs verification of valid Driver's License, Insurance, and Driving Record.

The District Youth Protection Officer will notify the Area Youth Protection Officer that all required information has been received and provide dates of required documentation. The Area Youth Protection Officers will maintain a roster of all cleared Youth Volunteers in their Area and verify receipt of all necessary information. They will log in the appropriate dates of their: TB Test Clearances, Mandated Reporter Certificate and if transporting youth, Driver's License, driving record and insurance. The dates of this information are maintained on the MD4 platform with the list of volunteers who have cleared the screening. The District Youth Protection designated person is responsible for determining that insurance is current and driving record is acceptable.

The MD4 Custodian of Records (COR) will be the direct contact with the Department of Justice and receive all background clearance information.

## **Person Prohibited from Volunteering for Lions Youth Service**

A person prohibited from participating in Lions youth programs is anyone who:

- Has been convicted of any offense which resulted in harm to an individual, including, but not limited to assault, sexual assault, sexual harassment, or neglect,
- Has been convicted of any offense which, in the opinion of the District/Club Youth Protection Officer, suggests an unacceptable risk of harm to a person in the care of that individual, or
- A person subject to a restraining order as the result of an allegation of Domestic Violence?

## **Multiple District 4 Custodian of Records**

The agency Custodian of Records will be responsible for the security, storage, dissemination, and destruction of the criminal records furnished to the agency and will serve as the primary contact for the DOJ. As per Penal Code section 11102.2, the designated MD4 Custodian of Records will complete the Custodian of Records application confirmation process.

Custodian of Records will handle confidential background records as per guidelines by the California Department of Justice Bureau of Criminal Information and Analysis Custodian of Records Unit.

## **Multiple District 4 Youth Protection Committee for Youth Service Programs**

MD4 shall appoint 4 Lions to the Youth Protection Committee, one from each Area. The Committee and members report directly to the Council of Governors.

The Youth Protection Committee is responsible for ensuring that all volunteers who will have recurring and ongoing contact with youth successfully complete the following prior to participating in Youth Activities as a Lions Youth Leader:

- Receive a background check pursuant to Penal Code section 11105.3
- Complete the online mandated reporter training for Volunteers provided by the Office of Child Abuse Prevention in the State Department of Social Services

The MD4 Youth Protection Committee Member works directly with the District Governors in his/her Area and submits reports and information regarding status of clearances and training to the respective District Governor.

The MD4 Youth Protection Committee Members work with the District Governor Team and District Compliance Committee to ensure that the MD4 Youth Protection Policy Procedures are followed for all MD4 Lions youth programs in the respective District, including, but not limited to: Youth Exchange, Leos District, Leo Club volunteers, student speaker, scholarship programs, youth camps, mentoring and literacy programs.

Additional responsibilities:

- Obtain Club Youth Protection Compliance Forms (*See Appendix I*) from **ALL** MD4 Lions Clubs in Area providing and participating in MD4 Lions youth programs within 30 days of the new Lions' year (Due by July 30).
- Submit a report to the Council of Governors summarizing the receipt of all compliance forms within 45 days of the new Lions' year (August Organizational COG).
- Submit an annual report indicating the number of Lions youth programs, number of Lion Youth Leaders by Area and for entire MD4 annually within 45 days of the new Lions' year (August Organizational COG).

All MD4 Lions youth committees, including, but not limited to Youth Exchange, Leos, student speaker, and Youth Outreach, shall serve under the Youth Protection Committee.

## **INSURANCE AND INDEMNIFICATION**

- Lions Clubs International and MD4 have experienced litigation trends and issues arising out of the interdependent relationships between Lions and other supported youth groups and activities. And, while Lions Clubs International provides a general liability insurance program to protect its interests while delivering services to associated youth activities it is required that the associated agencies—in order to avoid some of the predicable and inherent conflicts arising out of their interdependent roles and obligations also maintain and provide primary general liability insurance in connection with covered claims made as a result of the delivery in connection with official youth activities.
- Associated organizations will indemnify to the fullest extent permitted by the law of the state where the activity is taking place against an award of punitive damages against any Lions employees, directors, officers, members, or volunteers who act in “Good Faith” to enforce this policy.
- “Good Faith” as used herein **MUST** require Lions Clubs International and its agents to remove from any involvement in the youth program any employee, officer, member or other person known or suspected of engaging in conduct prevented herein or that might pose a risk of harm to others, including but not limited to, actual or alleged acts of criminal conduct, violence, substance abuse, or reckless conduct involving motor

vehicles or firearms. This does not require that the associated program indemnify any Lion or agent for acts intended or expected to result in harm or actions which are not in ‘Good Faith’ as described above.

### *Appendix A*

#### **[Text of Business and Professions Code section 18975] - Child abuse and neglect**

**prevention** (a) An administrator, employee, or regular volunteer of a youth service organization shall complete training in child abuse and neglect identification and training in child abuse and neglect reporting.

### *Appendix B*

#### **(Text of Penal Code section 11165.7(a)(7))**

11165.7. (a) As used in this article, “mandated reporter” is defined as any of the following:

- (1) A teacher.
- (2) An instructional aide.
- (3) A teacher’s aide or teacher’s assistant employed by a public or private school.
- (4) A classified employee of a public school.
- (5) An administrative officer or supervisor of child welfare and attendance, or a certificated pupil personnel employee of a public or private school.
- (6) An administrator of a public or private day camp.
- (7) An administrator or employee of a public or private youth center, youth recreation program, or youth organization.
- (8) An administrator, board member, or employee of a public or private organization whose duties require direct contact and supervision of children, including a foster family agency.

## *Appendix C*

### **State of California PENAL CODE Section 11105.3**

11105.3. (a) Notwithstanding any other law, a human resource agency or an employer may request from the Department of Justice records of all convictions or any arrest pending adjudication involving the offenses specified in subdivision (a) of Section 15660 of the Welfare and Institutions Code of a person who applies for a license, employment, or volunteer position, in which they would have supervisory or disciplinary power over a minor or any person under their care. The department shall furnish the information to the requesting employer and shall also send a copy of the information to the applicant.

(b) A request for records under subdivision (a) shall include the applicant's fingerprints, which may be taken by the requester, and any other data specified by the department. The department shall not require the applicant's residence address for any request for records pursuant to subdivision (a). The request shall be on a form approved by the department, and the department may charge a fee to be paid by the employer, human resource agency, or applicant for the actual cost of processing the request. However, a fee shall not be charged to a nonprofit organization. Requests received by the department for federal level criminal offender record information shall be forwarded to the Federal Bureau of Investigation by the department to be searched for any record of arrests or convictions.

(c) (1) When a request pursuant to this section reveals that a prospective employee or volunteer has been convicted of a violation or attempted violation of Section 220, 261.5, 273a, 273d, or 273.5, former Section 262, or any sex offense listed in Section 290, except for the offense specified in subdivision (d) of Section 243.4, and where the agency or employer hires the prospective employee or volunteer, the agency or employer shall notify the parents or guardians of any minor who will be supervised or disciplined by the employee or volunteer. A conviction for a violation or attempted violation of an offense committed outside the State of California shall be included in this notice if the offense would have been a crime specified in this subdivision if committed in California. The notice shall be given to the parents or guardians with whom the child resides and shall be given at least 10 days prior to the day that the employee or volunteer begins their duties or tasks. Notwithstanding any other law, a person who conveys or receives information in good faith and in conformity with this section is exempt from prosecution under Section 11142 or 11143 for conveying or receiving that information. Notwithstanding subdivision (d), the notification requirements of this subdivision shall apply as an additional requirement of any other law requiring criminal record access or dissemination of criminal history information.

(2) The notification requirement pursuant to paragraph (1) shall not apply to a misdemeanor conviction. This paragraph does not preclude an employer from requesting records of misdemeanor convictions from the Department of Justice pursuant to this section.

(d) This section does not supersede any law requiring criminal record access or dissemination of criminal history information. In any conflict with another statute, dissemination of criminal history information shall be pursuant to the mandatory statute. This subdivision applies to, but is not limited to, requirements pursuant to Article 1 (commencing with Section 1500) of Chapter 3



of, and Chapter 3.2 (commencing with Section 1569) and Chapter 3.4 (commencing with Section 1596.70) of, Division 2 of, and Section 1522 of, the Health and Safety Code, and Sections 8712, 8811, and 8908 of the Family Code, and Section 16519.5 of the Welfare and Institutions Code.

(e) The department may adopt regulations to implement the provisions of this section as necessary.

(f) As used in this section, “employer” means any nonprofit corporation or other organization specified by the Attorney General that employs or uses the services of volunteers in positions in which the volunteer or employee has supervisory or disciplinary power over a child or children.

(g) As used in this section, “human resource agency” means a public or private entity, excluding any agency responsible for licensing of facilities pursuant to the California Community Care Facilities Act (Chapter 3 (commencing with Section 1500)), the California Residential Care Facilities for the Elderly Act (Chapter 3.2 (commencing with Section 1569)), Chapter 3.01 (commencing with Section 1568.01), and the California Child Day Care Facilities Act (Chapter 3.4 (commencing with Section 1596.70)) of Division 2 of the Health and Safety Code, responsible for determining the character and fitness of a person who is:

(1) Applying for a license, employment, or as a volunteer within the human services field that involves the care and security of children, the elderly, the handicapped, or the mentally impaired.

(2) Applying to be a volunteer who transports individuals impaired by drugs or alcohol.

(3) Applying to adopt a child or to be a foster parent.

(h) Except as provided in subdivision (c), criminal history information obtained pursuant to this section is confidential and a recipient shall not disclose its contents other than for the purpose for which it was acquired.

(i) As used in this subdivision, “community youth athletic program” means an employer having as its primary purpose the promotion or provision of athletic activities for youth under 18 years of age.

(i) (1) A community youth athletic program may request state and federal level criminal history information pursuant to subdivision (a) for a volunteer coach or hired coach candidate. The director of the community youth athletic program shall be the custodian of records.

(2) The community youth athletic program may request from the Department of Justice subsequent arrest notification service, as provided in Section 11105.2, for a volunteer coach or a hired coach candidate.

(3) As used in this subdivision, “community youth athletic program” means an employer having as its primary purpose the promotion or provision of athletic activities for youth under 18 years of age.

(j) Compliance with this section does not remove or limit the liability of a mandated reporter pursuant to Section 11166.

(Amended by Stats. 2021, Ch. 626, Sec. 62. (AB 1171) Effective January 1, 2022.)

## *Appendix D*

(Text of Penal Code section 11165.9)

### **California Penal Code Section 11165.9**

11165.9. Reports of suspected child abuse or neglect shall be made by mandated reporters, or in the case of reports pursuant to Section 11166.05, may be made, to any police department or sheriff's department, not including a school district police or security department, county probation department, if designated by the county to receive mandated reports, or the county welfare department. Any of those agencies shall accept a report of suspected child abuse or neglect whether offered by a mandated reporter or another person, or referred by another agency, even if the agency to whom the report is being made lacks subject matter or geographical jurisdiction to investigate the reported case, unless the agency can immediately electronically transfer the call to an agency with proper jurisdiction. When an agency takes a report about a case of suspected child abuse or neglect in which that agency lacks jurisdiction, the agency shall immediately refer the case by telephone, fax, or electronic transmission to an agency with proper jurisdiction. Agencies that are required to receive reports of suspected child abuse or neglect may not refuse to accept a report of suspected child abuse or neglect from a mandated reporter or another person unless otherwise authorized pursuant to this section and shall maintain a record of all reports received.

*Appendix E*

**MULTIPLE DISTRICT 4 LIONS YOUTH SERVICE CHAIRPERSONS  
& YOUTH PROTECTION OFFICERS CONTACT INFORMATION**

**MD4 Youth Protection Officer Area 1**

NAME: Melanie Hunter

PHONE: 530-921-3600

EMAIL: mhunter@sdengineering.com

**MD4 Youth Protection Officer Area 2**

NAME: Vacant (*Lion Melanie Hunter filling in for the interim*)

PHONE:

EMAIL:

**MD4 Youth Protection Officer Area 3**

NAME: Juanita Nichols

PHONE: 805-720-8508

EMAIL: lionjuanitagn@gmail.com

**MD4 Youth Protection Officer Area 4**

NAME: Manny Sanchez

PHONE: 562-708-9061

EMAIL: lionmanny@gmail.com

## *Appendix F*

### **Multiple District 4 Policy Against Sexual Abuse and Harassment**

Multiple District 4 has a zero-tolerance policy against abuse and harassment. The District Governor, District Youth Service Chairperson, and District Youth Protection Officer will make every prudent and reasonable effort to ensure that no youth program participant is subjected to harassment or abuse in the context of Lions' activities and the District will take appropriate action if such behavior occurs.

#### **Sexual Abuse**

Sexual abuse refers to engaging in implicit or explicit sexual acts with a youth or forcing or encouraging a youth to engage in implicit or explicit sexual acts alone or with another person of any age, of the same sex or the opposite sex.

Examples of sexual abuse include, but are not limited to:

- Any deliberate touching of sexual areas
- Non-touching offenses, such as indecent exposure, or exposing a minor or student to sexual or pornographic material.
- Any touching coupled with comments that could be understood to be a request to participate in sexual activity.

Sexual harassment refers to sexual advances, requests for sexual favors or verbal or physical conduct of a sexual nature. In some cases, sexual harassment precedes sexual abuse and is a technique used by sexual predators to desensitize or "groom" their victims.

Examples of sexual harassment may include, but are not limited to:

- Sexual advances
- Sexual epithets, jokes, written or oral references to sexual conduct
- Gossip regarding one's sex life, and comments about an individual's sexual activity, deficiencies, or prowess
- Verbal abuse of a sexual nature
- Displaying sexually suggestive objects or pictures
- Sexual leering or whistling
- Any inappropriate physical contact such as brushing or touching
- Obscene language or gestures and suggestive or insulting comments

#### **Other Actions**

- Being made aware of such actions to the youth at home, not just during the youth activity.
- Physical Abuse
- Neglect
- Narcotic Activity/Exposure

## Appendix G

Guidelines for Recording and Reporting an Allegation of Sexual Abuse or Harassment  
*For use by all adults to whom a youth reports an incident of abuse, harassment, or neglect.*

### Reporting Allegations

The adult to whom the allegations were reported **MUST immediately contact local law enforcement** and the District Youth Protection Officer, whose name and contact information are available in *Appendix E*.

*(See Appendix D - As per California Penal Code Section 11165.9.)*

All allegations of criminal abuse or harassment **MUST** be reported to local police authorities for investigation immediately. Investigations **MUST** be left entirely to law enforcement authorities. **HOWEVER**, whether the harassment meets the criminal requirements is up to law enforcement, not the District Youth Protection Officer or the District Governor; therefore, all allegations **MUST** be reported to local law enforcement.

### Recording a Description of the Allegations

- **Listen attentively and stay calm.** Acknowledge that it takes a lot of courage to report abuse. It is appropriate to be supportive. Do not express shock, horror, or disbelief.
- **Assure privacy and discuss the limits of confidentiality.** Explain that you will have to tell someone about the abuse and/or harassment to make it stop.
- **Get the facts, but do not interrogate.** Ask the youth questions that establish what happened and who was involved. Reassure the youth that he/she did the right thing in telling you. Avoid asking “why” questions. Your responsibility is to present the youth's story to the proper authorities.
- **Be non-judgmental and reassure the youth involved.** Do not be critical of anything that has happened or anyone who might be involved. It is especially important not to blame or criticize the youth. Assure the youth that they were brave and mature to come to you.
- **Record:** Keep a written record of the conversation with the youth as soon as possible, including the date and time of the conversation. Use the youth's words and record only what has been told to you. **KEEP TO THE FACTS AND DO NOT INCLUDE YOUR OPINIONS.**
- **Confidentiality:** Do not contact the person who is being accused of abuse or harassment. Do not tell anyone about the report other than those required by the guidelines. Care **MUST** be taken to protect the rights of both the youth and the accused during the investigation.

### Protecting Youth

To ensure the safety and well-being of the youth involved, immediately remove the youth from the situation and all contact with the alleged perpetrator. Give reassurance that this is for the youth's safety and is not a punishment.

If the allegation involves an exchange student, the District Youth Protection Officer and/or the Youth Exchange Committee Chair MUST report any allegation immediately to the local law enforcement and the District Governor. In addition, the Youth Exchange Committee Chair MUST report the allegation to their responsible officer, victim's family/responsible guardian.

The Youth Protection Officer and an attorney (determined by the severity of the allegation) MUST quickly meet with the parties to determine what steps MUST be taken to safeguard the well-being of the youth involved. These activities MUST be completed in confidentiality to protect the reputations of all the parties involved until decisions are made and actions are taken. The incident and allegations are not to be discussed. Actions MUST be taken to place the youth in a safe and neutral placement, and to suspend contact with any youth by the alleged abuser or harasser. Everyone MUST be instructed not to discuss the matter with anyone except the local authorities.

It is probable that even if a claim of sexual abuse, harassment, or neglect were not substantiated, there would be no way that the youth could be returned to the original situation. Other arrangements MUST be made.

***For use by District Youth Protection Officer:***

- Confirm that the youth has been removed from the situation immediately and has no further contact with the alleged abuser or harasser.
- Make sure all Allegation Reporting guidelines are followed.
- Ensure the youth receives immediate support services. If available, offer the youth an independent, professional counselor to represent the interests of the youth.
- In the case involving a Lions' Youth Exchange student, the Lions' country contact officer MUST contact the youth's parents or legal guardians and will outline the steps taken to safeguard the health and well-being of the youth(s).
- Keep the District Governor informed of initial and follow up action.
- If an investigation into a claim of sexual abuse or harassment is inconclusive, then, for the safety of youth participants and the protection of the accused, additional safeguards MUST be put in place to assure the protection of any youth with whom the individual may have future contact. If there are subsequent claims of sexual abuse or harassment, the adult MUST be permanently prohibited from working with youth in a Lion's context. Regardless of criminal or civil guilt, the continued presence of the adult could be detrimental to the reputation of the organization and could be harmful to youth. It can also benefit the adult in preventing additional accusations from other youth. A person who is accused but later cleared of charges, may apply to be reinstated to participate in youth programs. Reinstatement is not a right, and no guarantee is made that he or she will be reinstated to his or her former position.
- A Lions Club that does not follow the Youth Protection Policy cannot participate in Lions Youth Activities.

**Appendix H**  
**MULTIPLE DISTRICT 4 LIONS YOUTH SERVICE VOLUNTEER APPLICATION**

Volunteer's Name:	Club Name:
Street Address:	City/Zip Code:
Daytime Phone No:	Evening Phone #:
Cell Phone No.:	Email:
Best Time(s) & Phone No. to Call:	
Lions Youth Program Applying For:	
List Position(s) you are applying for:	
Are you currently employed by the local school district? <input type="checkbox"/> Yes <input type="checkbox"/> No If Yes, please list school district name and current position: _____ _____	
<b>In case of Emergency:</b> Contact Name: _____ Relationship: _____ Phone Number: _____	

Tell us about yourself, any experience you have working with youth, and why you wish to volunteer with our youth program. *(Please use a separate sheet if you need more room.)*

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Lions Club referring you to volunteer: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Referring Lion Member Contact Information: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Are you a Lions Club Member?     Yes       No  
 If not, would you consider becoming a Lions Club Member?     Yes       No

I am aware that the following must be completed prior to volunteering:

- Complete MD4 Background Clearance Fingerprinting Process
- Complete and Provide Mandated Reporter Training Certificate
- If required, provide proof of TB Clearance
- If providing transportation, provide a copy of Valid Driver's License, Auto Insurance & Driving Record.

\_\_\_\_\_  
Volunteer Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Referring Lions Club YPP Officer Signature

\_\_\_\_\_  
Date

**District Youth Protection Officer/Officer USE ONLY:**

Category of Volunteer:  A = Not transporting youth  B = Yes, eligible to transport youth

TB Test Clearance Date: \_\_\_\_\_ Criminal Background Clearance Date: \_\_\_\_\_

Mandated Reporter Certificate Date: \_\_\_\_\_

Category B: Transporting Youth: Driver's License # \_\_\_\_\_ Exp. Date: \_\_\_\_\_

Driving Record Date: \_\_\_\_\_ Auto Insurance Exp. Date: \_\_\_\_\_

\_\_\_\_\_  
**Signature of District Youth Protection Officer/Officer**

\_\_\_\_\_  
**Date**

**Area Youth Protection Officer/Officer USE ONLY: Verification receipt of**

Criminal Background Clearance Date: \_\_\_\_\_ Mandated Reporter Certificate Date: \_\_\_\_\_

TB Test Clearance Date: \_\_\_\_\_ (If required)

Category B: Transporting Youth:  Driver's License # \_\_\_\_\_  Expiration Date: \_\_\_\_\_

Auto Insurance Exp. Date: \_\_\_\_\_ Driving Record Date: \_\_\_\_\_

Date District Youth Protection Officer was notified & Issued Certified Volunteer Card: \_\_\_\_\_

\_\_\_\_\_  
**Signature of Area Youth Protection Officer/Officer**

\_\_\_\_\_  
**Date**



## Appendix I

### MULTIPLE DISTRICT 4 YOUTH SERVICE COMPLIANCE FORM

All Lions Clubs Must Complete Annually (July 1<sup>st</sup> – June 30<sup>th</sup>)

Year: \_\_\_\_\_

The Lions Club: \_\_\_\_\_

#### Acknowledges receipt and review of the following information:

- Multiple District 4 Lions Youth Protection Policy

Confirms that this Lions Club **is operating** Youth Service Programs in accordance with the Multiple District 4 Lions.

#### Is conducting or will conduct the following Youth Service programs/activities during this Lions year (check all that apply).

Youth Exchange

Leo Club

Leo Leadership Workshop

Other (Please explain. Attached extra sheet if needed.)

Confirms that this Lions Club **does not operate** any type of Youth Service Programs in accordance with the Multiple District 4 Lions.

Club President Name (Print): \_\_\_\_\_

Club Youth Protection Officer (Print): \_\_\_\_\_

Club President

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

*This form MUST be returned to the District Youth Protection Officer by July 31<sup>st</sup> of each year.*

## **Appendix J**

### **MD4 Youth Protection Committee Duties and Responsibilities**

#### **Criteria for Selection of MD4 Youth Protection Committee Members**

1. Experience in background clearance procedures and/or facilities/programs requiring background clearance to work with individuals served.
2. Demonstrated skills in working with confidential information and maintaining confidentiality following established laws, rules, and regulations.
3. Experience with youth or vulnerable populations requiring mandatory background clearance.
4. Essential Duties:
  - a. Oversee background clearances are processed accordingly. Works closely with MD4 Custodian of Records and ensure Live Scan results (pass/fail) are provided to District Governor within 3 days of receipt of background clearance.
  - b. Receive verification of Mandated Reporter Training.
  - c. Receive verification of TB Clearance and enter date in database for approved Lion Youth Leaders and date next training is required. (3 years)
  - d. Meet as a Team when an applicant does not pass background clearance and he/she ask to appeal the decision and review with the applicant the circumstances of the denial. The Team will review all information and decide as to allow or not allow an exception. The decision should be documented, and a record maintained for 6 months. The applicant should be told the outcome of the decision.
  - e. Confirm receipt of the completed Club's Multiple District 4 Youth Service Compliance Forms from each District Youth Protection Officer by July 31<sup>st</sup> from each of the clubs in their district. (Appendix I)

#### **Handling of Clearance Information**

1. The MD4 Custodian of Records to receive all background checks.
2. The MD4 Council Chair or Designee will oversee all handling of volunteer clearances.
3. Each Area Youth Protection Committee Member will have access to the Area he/she is responsible for reviewing and managing.
4. Background Clearance Information will not be held by Area Members.
5. The MD4 Youth Protection Committee Members and Council Chair are required to sign a Confidentiality Statement which prohibits the sharing of any information except as directed by policy and procedures.
6. The applicant's Live Scan results are shared with the appropriate District Governor or his/her designee within 3 days of receipt of report. Reports are usually available within 24-72 hours.

## **MD4 Custodian of Records Approved Background Clearances**

1. The Custodian of Records will be responsible for communicating with the MD4 Area Youth Protection Officers.
2. The Area & District Youth Protection Officers will be provided with the name of individuals cleared to work with youth.
3. Custodian of Records will handle confidential background records as per guidelines by the California Department of Justice Bureau of Criminal Information and Analysis Custodian of Records Unit.

## **Appendix K Multiple District 4 Youth Protection Policy & Procedure**

### **Duties of the District Youth Protection Officer**

The District Youth Protection Officer (DYPO) will become familiar with the MD4 Youth Protection Policy and Procedures. In collaboration with the Area Youth Protection Officer, the DYPO will be coordinating and tracking the receipt of required documents and certifications for his/her District's volunteers (Lions and non-Lions).

Attend scheduled meetings by the District, Area, and Multiple Youth Protection Officers/ Officers. Communicate on a regular basis with the Club Youth Protection Officers and Area Youth Protection Officer.

#### **Management of Screening Process**

The District and Club Youth Protection Officer for each Club is responsible for managing the compliance process for volunteers for that program. Volunteers shall not begin service until the applicant has been cleared to work with youth.

District and/or Club Youth Protections Officers maintain all information such as Volunteer Applications, TB Clearance, completion of Mandated Reporting Training. If transporting youth, one needs verification of valid Driver's License, Insurance, and Driving Record.

District and Club Youth Protection Officers are encouraged to scan all documents and maintain all volunteer information on an encrypted (password protected) flash drive. It is not recommended to keep a hard copy of any of the documents.

The District Youth Protection Officer will notify the Area Youth Protection Officer all required information has been received and provide dates of required documentation.

The Area Youth Protection Officers will maintain a roster of all cleared Youth Volunteers in their Area and verify receipt of all necessary information. They will log in the appropriate dates of: TB Test Clearances, Mandated Reporter Certificate and if transporting youth, Driver's License, Driving Record and Auto Insurance. The dates of this information are maintained on a platform with the list of volunteers who have cleared the screening. The District/Youth Program is responsible for determining that insurance is current and driving record is acceptable.

The MD4 Custodian of Records maintains all confidential background clearance information.

District Youth Protection Officers will confirm receipt of their club's completed Multiple District 4 Youth Service Compliance Forms. Each club is required to complete and submit a Compliance Form. All completed forms will be sent to their assigned Area Youth Protection Officer by July 31<sup>st</sup> - one per club. (Appendix I)

Collect volunteer documents information from the Club Youth Protection Officer for Lions Youth Leader Certification

- Volunteer Application – Appendix H
- Receive verification of Background Clearance
- Verification of T.B. Clearance
- Mandated Reporter Certificate
- If transporting youth: driver's license, insurance and driving record

Submit dates of listed items to the Area Youth Protection Officer.

**Appendix L**  
**Multiple District 4 Youth Protection Policy & Procedure**  
**Duties of the**  
**Club Youth Protection Officer**

The Club Youth Protection Officer (CYPO) will become familiar with the MD4 Youth Protection Policy and Procedures. In collaboration with the District Youth Protection Officer, the CYPO will be coordinating and tracking the receipt of required documents and certifications for his/her club's volunteers (Lions and non-Lions).

Attend scheduled meetings by the District, Area, and Multiple Youth Protection Officers/ Officers. Communicate on a regular basis with the District's Youth Protection Officer.

**Management of Screening Process**

The District and Club Youth Protection Officer for each Club is responsible for managing the compliance process for volunteers for that program. Volunteers shall not begin service until the applicant has been cleared to work with youth.

District and/or Club Youth Protections Officers maintain all information such as Volunteer Applications, TB Clearance, completion of Mandated Reporter Training. If transporting youth, one needs verification of valid Driver's License, Insurance, and Driving Record.

District and Club Youth Protection Officers are encouraged to scan all documents and maintain all volunteer information on an encrypted (password protected) flash drive. It is not recommended to keep a hard copy of any of the documents.

MD4 Custodian of Records maintains all confidential background clearance information.

- Complete and submit the club's Multiple District 4 Youth Service Compliance Form To District Youth Protection Officer by July 31<sup>st</sup> – one per club. (Appendix I)
- Collect volunteer documents for Lions Youth Leader Certification
  - Volunteer Application – Appendix H
  - Receive verification of Background Clearance
  - Verification of T.B. Clearance
  - Mandated Reporter Certificate
  - If transporting youth: driver's license, insurance and driving record
- Submit listed items to the District Youth Protection Officer for review.

**Appendix M**  
**MD4 Youth Protection District/Club/Volunteer Checklist**

**Clubs**

- Select a Club Youth Protection Officer.  
*(If a Club Youth Protection Officer is not selected/appointed, the Club President will be the designated Club Youth Protection Officer.)*
  
- ❖ Appoint a Lion who will coordinate with the District Youth Protection Officer on the maintenance of all records that include volunteer applications, TB Test Clearances, Driver's License, Driving Records with Auto Insurance, Background Clearance and Mandated Reporter Training Certificates.
  
- ❖ The Club Youth Protection Officer will work closely with the District Youth Protection Officer.
  
- Completion and submission of Multiple District 4 Youth Service Compliance Form to District Youth Protection Officer by July 31<sup>st</sup>. *(Appendix I)*
  
- Club Youth Protection Officer will report to their District Youth Protection Officer.

**Districts**

- Select a District Youth Protection Officer.  
*(If a District Youth Protection Officer is not selected/appointed, the District Governor will be the designated District Youth Protection Officer.)*
  
- ❖ Appoint a Lion who will coordinate with Club Youth Protection Officer the maintenance of all records including volunteer applications, TB Test Clearances, Driving Records with Auto Insurance and Mandated Reporter Certificates.
  
- ❖ The District Youth Protection Officer will work closely with the MD4 Area Youth Protection Officer.
  
- Confirm receipt of the Multiple District 4 Youth Service Compliance Form from all clubs in the District *(This applies to ALL clubs.)*
  
- District Youth Protection Officer will report to their Area Youth Protection Officer.

**Volunteers** *(Lions Youth Exchange, Leo Clubs, Leos Leadership Workshops & Other Youth Programs, or anyone who has constant contact with a minor.)*

- Complete a volunteer application *(Appendix H)*
- Complete MD4 background/criminal record check.
- Provide proof of most recent TB Test (within last two years). If not available, must undergo TB Test and provide evidence of clearance.
- Complete Active Mandated Reporter Training.
- If transporting youth, provide proof of valid driver's license, driving record, and valid auto insurance.

Upon completion and receipt of all requested documents, the volunteer will be issued a Certificate of Compliance.

**Appendix N  
MD4 YOUTH PROTECTION & POLICY**

**VERIFICATION OF SCHOOL-BASED LEO CLUB  
FACULTY YOUTH ADVISOR CLEARANCE COMPLIANCE**

Date: \_\_\_\_\_

TO: \_\_\_\_\_  
*(Insert name of verifying school employee.)*

School: \_\_\_\_\_

\_\_\_\_\_  
*(Name of LEO Club)*

This is to verify that *(Please Print Name)* \_\_\_\_\_  
*(Youth Advisor)* meets and is in compliance with the California school district clearance policies and procedures. This is also to verify the above-mentioned Youth Advisor has completed the Mandated Reporter training provided by the school district/County Education Office.

Verification  
Completed by: \_\_\_\_\_ Title: \_\_\_\_\_  
*(Please Print)*

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Please return the completed and signed verification form via email or mail to:	Name: _____
	Address: _____
	_____
	_____
<b>or</b>	
Email: _____	

**Appendix O**  
**MD4 YOUTH PROTECTION & POLICY**  
**RECEIPT OF CLEARANCE**  
**REQUEST FOR VERIFICATION OF ITEMS**

**TO:** MD 4- \_\_\_\_\_ Youth Protection Officer: \_\_\_\_\_

**FROM:** AREA \_\_\_\_\_ Youth Protection Officer: \_\_\_\_\_

The following individual has cleared the MD4 Background check.

Cleared Volunteer	City

Please fill in the following information for the above-mentioned volunteer and return to your Area Youth Protection Officer upon completion. **Please do not send documents. Only need dates requested below.**

1. MD4 Volunteer Application: Date of application: \_\_\_\_\_
2. Date of Criminal Background Clearance: \_\_\_\_\_
3. Proof of TB Test Clearance: Date of Clearance: \_\_\_\_\_
4. Mandated Reporter Certificate: Date of Certificate: \_\_\_\_\_
5. If transporting youth:
  - A. Valid driver's license expiration date: \_\_\_\_\_
  - B. Valid automobile insurance expiration date: \_\_\_\_\_
  - C. Date of Driving Record: \_\_\_\_\_

MD4 recommends shredding all other documents sent to you and/or storing them on an encrypted flash drive. Make sure you keep a copy of the Volunteer Application.

Please return this completed form to your Area Youth Protection Officer via email:

Area 1: Lion Melanie Hunter – [mhunter@sdsengineering.com](mailto:mhunter@sdsengineering.com)

Area 2: *Vacant*

Area 3: PDG Juanita Nichols – [lionjuanitagn@gmail.com](mailto:lionjuanitagn@gmail.com)

Area 4: PDG Manny Sanchez – [lionmanny@gmail.com](mailto:lionmanny@gmail.com)

If you have any questions, do not hesitate to contact your Area Youth Protection Officer.



**Appendix P**  
**MD4 YOUTH PROTECTION & POLICY**  
**Non-Compliance Request for Verification of**  
**MD4 Youth Service Compliance Form**

All Lions Clubs Must Complete Annually (July 1<sup>st</sup> – June 30<sup>th</sup>)

*This form is to be used to document intake for the club's non-compliance of submitting MD4 Youth Service Compliance Form to their District Youth Protection Officer.*

**MD4 District:** \_\_\_\_\_

**The Lions Club:** \_\_\_\_\_

**Name of District's Youth Protection Officer:** \_\_\_\_\_

Date of Initial Follow-up Communication (*via email, text, phone call, etc.*) \_\_\_\_\_

Document all communication attempts after initial contact on the back side of this form or separate piece of paper and attach to this form. Make sure to include all dates and times of communication attempts. If replies are via email or text, attach a copy of the email or text message string to this form.

Name of Lion's Club Officer contacted: \_\_\_\_\_

Club Officer's Reply for Non-Submittal:

As documented via noted communication with \_\_\_\_\_, this club's officer has authorized the above noted District Youth Protection Officer to submit this form on their behalf. The \_\_\_\_\_ Lions Club acknowledges receipt of the Multiple District 4 Lions Youth Protection Policy

Confirms that this Lions Club **is operating** Youth Service Programs in accordance with the Multiple District 4 Lions.

**Is conducting or will conduct the following Youth Service programs/activities during this Lions year (check all that apply).**

- Youth Exchange
- Leo Club
- Leo Leadership Workshop
- Other (Please explain. Attached extra sheet if needed.)

Confirms that this Lions Club **does not operate** any type of Youth Service Programs in accordance with the Multiple District 4 Lions.

Printed Name of District Youth Protection Officer:	Signature of District Youth Protection Officer:	Date of Completion
----------------------------------------------------	-------------------------------------------------	--------------------

**Note:** District Youth Protection Officer, submit a copy of completed form to your Area Youth Protection Officer before July 31<sup>st</sup>.

## Appendix Q

### MULTIPLE DISTRICT FOUR – CALIFORNIA LIONS INSTRUCTIONS FOR LIVE SCAN FINGERPRINTING

Live Scan fingerprint results will be submitted to the **Department of Justice (DOJ) and the Federal Bureau of Investigation (FBI)** electronically.

#### **Fingerprint Fees - Paid to Live Scan Site**

If you have your prints taken via Live Scan, **you must pay the fingerprint fees directly to the site where you have your Live Scan fingerprints taken:**

DOJ FINGERPRINT PROCESSING FEE - \$32  
FBI FINGERPRINT PROCESSING FEE - \$17

**In addition to these processing fees, there may be a service charge associated with the Live Scan site you visit.** The Live Scan service site will collect the above fees at the time you are fingerprinted. The Live Scan service charge may vary from location to location.

#### **Live Scan Fingerprint Locations**

You must visit an approved Live Scan Service Site. Most local Police and Sheriff Departments offer the Live Scan fingerprinting service. Some large school districts, passport services, and stores with generalized fingerprinting expertise may also offer Live Scan. A current listing of Live Scan sites is available on the DOJ website at <https://oag.ca.gov/fingerprints/locations>.

**Consider calling the Live Scan service provider for hours of operation, fees, and appointment times if necessary.** You must present a valid photo identification (i.e., driver's license, military ID, or passport) at the Live Scan site.

#### **Complete the Request for Live Scan Service Form**

You must complete and submit the attached ***Request for Live Scan Service*** form at the Live Scan site. Make sure that the information provided in Section 3 of the form matches the information on your MD4 Volunteer Application. Once your fingerprints have been scanned, the Live Scan Operator will complete Section 4 of this form and return the copies to you.

For your records it is recommended you keep a copy of the Live Scan returned to you by the Live Scan Operator. If a Resubmission is necessary, you will need to list the Original ATI Number noted on the form by the Live Scan Operator.

---

---

### Filling Out Your Live Scan Form

To facilitate prompt and accurate processing, please **TYPE or print legibly in ink.**

**SECTION 1:** *Type of Application: Volunteer*

**SECTION 2:** This section is completed by Multiple District Four (MD4)

**SECTION 3:**

**Name of Applicant:** Enter your full name as it appears on your application and official I.D.

**Alias:** Indicate all other names used

**Date of Birth:** Indicate your month/day/year of birth.

**Sex:** Mark the appropriate box

**Height:** Indicate your height in feet and inches

**Weight:** Indicate your weight in pounds (lbs.)

**Eye Color:** Indicate eye color abbreviation:

<b>BLK</b> - Black	<b>GRY</b> - Gray	<b>MAR</b> - Maroon	<b>BLU</b> - Blue	<b>GRN</b> - Green
<b>PNK</b> - Pink	<b>BRO</b> - Brown	<b>HAZ</b> - Hazel	<b>MUL</b> - Multicolor	

**Hair Color:** Indicate hair color abbreviation:

<b>BAL</b> - Bald	<b>BRO</b> - Brown	<b>SDY</b> - Sandy	<b>BLK</b> - Black
<b>GRY</b> - Gray	<b>WHI</b> - White	<b>BLN</b> - Blonde	<b>RED</b> - Red

**Place of Birth:** Indicate the state or country of birth.

**Social Security Number:** Enter your SSN or individual taxpayer ID number.

**Driver's License No:** Enter your Driver's license number if you have one.

**Billing Number:** Leave Blank – Do not fill in.

**Misc. Number:** Leave Blank - Do not fill in.

Enter a mailing address of your choice. You may use a business address, your home address, or any current address.

**If Resubmission, list Original ATI No.:**

This is only used for a second fingerprinting due to a prior fingerprint rejection. The ATI No. allows you to be re-fingerprinted without paying the DOJ and FBI processing fee (service charges may still apply.)

**Applicant Signature**

Sign and date the application to indicate that you have read the included Privacy Notice, Privacy Act Statement and Applicant's Privacy Rights.

**SECTION 4:** To be completed by the Live Scan operator.



## Multiple District Four – California Lions Receipt of Background Check

The Custodian of Records (COR) has strict record information security requirements that MD4 must comply with. The COR will be guided by DOJ on the secure handling, dissemination, and destruction of information. The Department of Justice does and will conduct random audits to make sure information is secure and the agency is complying with security requirements.

The Council Chair (CC) is the MD4 Custodian of Records. The Council Chair is the only one that has access to the DOJ secure site.

1. Via a secure email and code access number, the CC receives a DOJ notification.
2. He/She reviews the DOJ record.
3. A Clear Record – *No Record*: The CC notifies Area Leader of volunteers that have cleared. Nothing is printed.
4. Area Leader will notify District Youth Protection Officer of receipt of DOJ Clearances.
5. Area Leader will add cleared volunteer(s) to their roster and verify receipt of all other necessary documents and provide Youth Advisor Card.
6. If a volunteer's background report does indicate criminal offenses, the CC will contact the volunteer.
7. After communicating with the volunteer, the CC will inform the Club President and District Youth Protection Officer the volunteer did not pass the background clearance. No other information is to be shared.

*As per MD4 Youth Protection Policy and Procedure Manual:*

### **Person Prohibited from Volunteering for Lions Youth Service**

A person prohibited from participating in Lions youth programs is anyone who:

- Has been convicted of any offense which resulted in harm to an individual, including, but not limited to assault, sexual assault, sexual harassment, or neglect,
- Has been convicted of any offense which, in the opinion of the District/Club Youth Protection Officer, suggests an unacceptable risk of harm to a person in the care of that individual, or
- A person subject to a restraining order as the result of an allegation of Domestic Violence.