



The Lynx Link

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Employer Lynx, Inc.

Private Investigation
Pre-Employment Screening

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IN THIS ISSUE

New Services	1
Screening Volunteers	1 & 2
Ask Lori – Sending in Orders	2
Upgraded Website, New Forms, New Safety Measures	3
Send in Your Questions	4

Background checking is
our only business.

New Services/Changes for Employer Lynx Customers

Today, I am looking out my window and I see the change of the season by the coloring of the leaves. It's time to pause and reflect on what direction this company has taken to enhance our services to our clients. And, yes, it's also time to start thinking about the last quarter of the year, budgets and plans for the coming year.

I could really use your help when it comes to planning. What other services do you wish we could offer and what other ways can we make personnel hiring easier or better for you? If you have any ideas or suggestions, please email me, kj@employerlynx.com.

I urge you to read through this issue of *The Lynx Link* to find out what's new, what's different, and what we're doing to help you hire the very best employees possible. – KJ Smith, Director of Operations, PI

New Service – Screening Volunteers

By Doug Moser

Screening volunteers has become a standard practice and necessity for many 501 (3) c non-profit organizations. Employer Lynx is addressing your requests and inquiries concerning this important issue by introducing Volunteer Lynx, a cost-effective, discounted background search package available to qualified 501 (3) c organizations.

When Congress passed the National Child Protection Act (NCPC), it authorized criminal background checks for individuals working with and around children in an employee or volunteer status. An amendment was added in 1994 to include elderly and disabled individuals. In 1998, the act was

further amended, enabling state and national criminal history information to be obtained. This law affects any business or organization providing treatment, education, training, instruction, supervision or recreation for children, the elderly with disabilities and other vulnerable individuals.

Volunteer Lynx is ideal for a wide variety of 501 (3) c volunteer organizations such as churches, various youth and recreation programs, and senior and elder volunteers to mention a few.

Employer Lynx has developed a deeply discounted package of

Testing continued on page 2



Testing *continued from page 1*

Volunteer Lynx screening services available exclusively to specific non-profit and volunteer organizations.

The screening includes:

- **1 County Criminal Search**
– Upper court records will be researched through an in-person, on-site manual search by a qualified researcher in any single county in the United States.
- **1 National Criminal Search** – A database locator of possible adverse criminal activity within a state or region of the country. It must be noted that all court systems in every state are not included.
- **1 National Registered Sex Offender Search** – This includes a 50-state search and the District of Columbia.

- **1 State Registered Sex Offender Search** – This inquiry further defines any possible activity not noted in the national search.
- **1 State DMV Report** – Verification of applicant's current driver's license status and possible driving history, if available, depending on state regulations.
- **1 Social Security Trace** – Confirms accuracy and validity of the Social Security as reported by the volunteer applicant.
- **1 Former Address Locator** – A search done in conjunction with the Social Security verification. This information helps verify the individual's possible former places of residence or employment as compared to information provided on the individual volunteer application.
- **1 Global Watch Search** – As part of the US Patriot Act, this is a comprehensive worldwide database search for an individual

who may be politically exposed, blocked, non-cooperative or on one or more most wanted lists. This search includes resources such as the FBI, Canadian sanctions, various US Government agency lists, the European Union, INTERPOL and others.

**Note that additional verification searches may be required if a potential "hit" or possible "red flag" is detected.*

Additional add-on screening services are available and custom volunteer bundles can be developed at special pricing. You may want to consult your attorney to determine searches that best fit your requirements, expectations and specific guidelines. There are no signup or retainer fees.

To get further details, organization qualifications, sign-up requirements and specific pricing, call Doug Moser at Employer Lynx, Inc., 775-883-3733.



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Employer Lynx News is published quarterly, spring, summer, fall and winter.

Questions for the staff are invited.

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Ask Lori...Sending in Orders

Please review your orders before sending them to us to make sure they are filled out properly. Missing information and errors can cause delays in receiving reports and causes errors in the report itself. This will save time and extra costs.

If you currently receive your reports by fax and would like to switch to receiving them over our website, please notify us. All we need is a note on your company letterhead with the request and your email address. The request must come from the individual who is listed as a contact person for your company. This is the fastest way to receive your reports, and you can monitor the results as they come in. If you have questions, please give me a call, 775-883-3733.

–Lori Wildman, Supervisor of Operations



Visit Our Upgraded Website

This past year we upgraded our website. If you haven't taken time to look at it, please go to www.employerlynx.com, and go to the client corner. All your forms are now available. We have added the FCRA forms for adverse action, summary of consumer rights and the Driver's Privacy Protection Act. We will be adding to this area all the time, so if you want something posted that would help others in this field, please email me a note at kj@employerlynx.com.

Congress Enacts New Safety Measures to Protect Consumers (Employees)

Because of the many concerns in this country pertaining to consumer identity theft, Congress has enacted several laws that fall under the control of Homeland Security.

Because of this, Employer Lynx will be...

-Blocking part of the Social Security Number on your reports and taking off the date of birth. You will only see the last four digits of the Social Security Number. This started in October.

-End-user (client) password protection... Many of you are using the Internet to obtain your background screening reports. Employer Lynx provides the first password when you sign up, and then asks that you change this password. It is up to you to supply your passwords to the individuals you designate to obtain and review



your reports. When they leave your company, it is your responsibility to advise us by fax or letter to remove this person and his/her password. Please do not share your password; this is an open door for ID theft.

Alternatively, if we do not protect our employees from consumer theft, we are leaving ourselves not only open for lawsuits, but also failing in our responsibility to the employee. With that being said, please understand why these changes must be made. And please read on to find out what other changes are ahead.

New, New New - Look for New Forms to Sign & Price Changes

- Forms to Sign... We will be sending you two new forms that you *must complete and return* to us, which we will then place into your files. The forms are: (1) "Letter of Intent, and (2) "Addendum" to our agreement. Our attorneys are reviewing these forms and, hopefully, we'll mail these to you by the end of October. We must do this to comply with FCRA regulations.

- Price Changes...

- **Prison searches:** \$10.00
- **Sex Offenders:** \$15.00 – We would like for all clients who hire personnel who work with children or elders to use this program. We perform a 2-step program to find the most information in this field.

- I-9 Compliance Program... Within the next two months, we will have an answer about this program. We are looking into partnering with a company and are still working out some issues.

- DMV Changes... We are now using a new vendor and are getting quicker responses with more details. For those using the Internet, some states reply within 24 hours. We will continue to use the other vendor for the states not covered by this program or for those who need hard copies. Please remember that not all states will provide hard copies. We will try to assist you in this area. Please contact Employer Lynx and discuss it with Lisa, 775-883-3733.

Final Thoughts

We're Answering Employment Screening Questions in the Next Issue – Send Questions!

In our next newsletter, the winter issue, we're going to be addressing your questions about employment screening. I am asking all of you to email me at kj@employerlynx.com with any questions you would like answered. Because our particular focus will be on issues pertaining to employment screening, you may wonder if your question fits. Don't ponder, just go ahead and send in the question. We'll review all questions and answer what we can fit into the newsletter. Please, I need lots of questions. Write them down; send them in.

We also will try to outline some of the DOT requirements for background screening and what you need to do if you turn down a potential employee, etc. Please send in those questions, too.

Winter is coming; what happened to summer? Have a great fall! – KJ Smith

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