

AGENCY VOLUNTEER BACKGROUND SCREENING POLICY

Purpose

It is the intent of this policy to establish certain guidelines wherein the Prince William Area Agency on Aging (hereinafter referred to as “Agency”) can seek to protect our older adults by investigating the background of volunteers who will be in contact with them through programs approved by the Agency.

****Current background screening policy only applies to volunteers of the Meals on Wheels Program****

General

- A. Any person who has been found guilty, pled guilty; or pled no contest, regardless of adjudication, or has a pending charge pertaining to, any of the disqualifying crimes listed in this policy will be immediately disqualified from volunteering in any program approved by the Agency. The Agency also reserves the right to disqualify a person for any crime that would be considered a potential risk to vulnerable populations. A Volunteer who refuses to comply with this background screening policy shall be automatically disqualified.
- B. This policy will apply to all Volunteers, participating in sanctioned Prince William County programs. Each Volunteer will have his or her background checked every **36** months for as long as he or she continues volunteering.

Screening Process

1. The Agency will provide each Volunteer with a Volunteer Consent/Release Form. The form should be completed and returned to the Volunteer Coordinator for the Agency. This process may take up to 2 weeks.
2. To help ensure confidentiality, Agency should not be notified of a Volunteer’s criminal history. The criminal background reports shall be kept in a secure location by the third party contractor for a period as required by applicable law.
3. The third party contractor conducting the checks will cross-reference the screening results with the disqualifying crimes listed in this policy. A pass/fail grade will then be emailed to the Agency based on the cross-reference. A pass grade for any Volunteer that has zero disqualifying crime matches, a fail grade for any Volunteer that has one or more disqualifying crime matches. All information pertaining to the background check will remain with the third party contractor, subject to the applicable laws requiring disclosure. The Agency will not be informed of the results of any background check; rather, the Agency will only be issued a pass/fail grade for each Volunteer.
4. If the third party contractor reports any “fail” grades to the Agency, the Agency shall notify the Volunteer in writing that he or she is disqualified. Upon request, the Volunteer will receive a copy of the background check from the third party contractor.

Appeals Process

If a Volunteer's background check includes a charge set forth on the list of disqualifiers below, the Agency shall immediately disqualify a person from volunteering. There shall be no appeal of a decision to disqualify a Volunteer, if the Volunteer's relevant criminal history is accurate; all decisions are final.

If a Volunteer wishes to dispute the content of the profile report, the Volunteer shall contact the third party responsible for conducting the background check by calling the telephone number listed on the letter within 7 business days. The Volunteer is responsible for providing any or all documentation to support his or her claim.

Disqualifying Crimes

The volunteer will be disqualified from volunteering for the Agency if the volunteer:

1. Has been found guilty, pled guilty; or pled no contest, regardless of adjudication, to any of the crimes listed below
2. Has a record of a conviction of an equivalent offense in another state;
3. Has a charge pending against him or her in which it is alleged that he or she has committed any of the following crimes:
 - **All Sex Offenses**
Examples include, but are not limited to: child molestation, rape, sexual assault, sexual battery, sodomy, prostitution, solicitation, indecent exposure, etc.
 - **All Felony Violence Offenses**
Examples include, but are not limited to: murder, manslaughter, aggravated assault, kidnapping, robbery, aggravated burglary, etc.
 - **All Felony offenses other than violence or sex within the past ten (10) years.**
Examples include, but are not limited to: drug offenses, theft, embezzlement, fraud, child endangerment, etc.
 - **All Misdemeanor Violence offenses within the past seven (7) years.**
Examples include, but are not limited to: simple assault, battery, domestic violence, hit and run, etc.
 - **Two or more misdemeanor alcohol offenses within the past five (5) years.**
Examples include, but are not limited to: driving under the influence, drunk and disorderly, public intoxication, etc.
 - **All Misdemeanor Drug offenses within the past five (5) years or multiple offenses in the past ten (10) years.**
Examples include, but are not limited to: simple drug possession, possession of drug paraphernalia, etc.
 - **Any other misdemeanor within the past five (5) years that would be considered a potential danger to vulnerable populations or is directly related to the functions of that volunteer.**
Examples include, but are not limited to: contributing to the delinquency of a minor, providing alcohol to a minor, etc.

Why these Crimes?

The National Recreation and Park Association (NRPA) has reviewed the resources of the National Association of Professional Background Screeners and sought the counsel of recognized background screening experts to develop a set of Recommended Guidelines for Volunteer Background Screening in park and recreation settings. These guidelines were produced as a result of this review.

Summary Checklist

1. Prince William Area Agency on Aging will provide Background Screening Policy and Volunteer Consent/Release forms to each Volunteer.
2. The Agency will be screening for Sex, Felony Violence, all Felony offenses other than violence or sex within the past ten (10) years; all Misdemeanor Violence offenses within the past seven (7) years; Two or more misdemeanor alcohol offenses within the past five (5) years; All Misdemeanor Drug offenses within the past five (5) years or multiple offenses in the past ten (10) years; Any other misdemeanor within the past five (5) years that would be considered a potential danger to vulnerable populations or is directly related to the functions of that volunteer.
3. The Agency will not be checking information concerning employment and earnings history, education, credit history, military service, professional credentials and licenses.
4. Volunteer retains policy for his or her records, completes form and returns it to Volunteer Coordinator.
 - a. Currently only applies to volunteers interested in the Meals on Wheels Program.
5. Agency provides information to third party contractor to perform background checks.
6. Third party contractor cross-references background check with disqualifying crimes listed in this policy and sends a pass/fail email to Agency based on this cross-reference.
7. Agency notifies Volunteer of the results.

** The Prince William Area Agency on Aging will pay for the background screening. **

DISCLOSURE REGARDING BACKGROUND INVESTIGATION

Prince William Area Agency on Aging (the “Agency”) will obtain information about you (a background check report) in connection with your application for employment, or as an independent contractor or volunteer with the Agency, and if hired/retained, the Agency may do so at any time during the course of your employment/work/volunteering with the Agency to the extent permitted by applicable law, for employment-related purposes.

The Agency will obtain the information from the following consumer reporting agency: ScreeningOne, Inc. 1860 N. Avenida Republica de Cuba, Tampa, FL 33605 Phone: (888) 327-6511 Fax: (888) 216-1003 www.ScreeningOne.com (the “Agency”).

The information obtained by the Agency may contain information relating to your character, general reputation, personal characteristics, and/or mode of living. The types of information that may be obtained include, but are not limited to: Credit history, criminal history, social security verification, motor vehicle records, employment history and verification, education history and verification, and other background information. Credit history will only be obtained where such information is substantially related to the duties and responsibilities of your position.

You may request more information about the nature and scope of a consumer report by written request to the Agency’s human resources department or representative. A summary of your rights under the Fair Credit Reporting Act has been provided with this Disclosure, as well as all applicable state law notices.

I have read, and I understand, this disclosure and the attachments/enclosures.

Signature

Date

BACKGROUND INFORMATION

Full Name (First, Middle, Last)

All other names used, including maiden name(s), alias (es)

Present Address

How Long?

City/State

Zip Code

E-Mail

Former Address

How Long?

City/State

Zip Code

Former Employer

How Long?

Position

Date of Birth¹
(Mo/Date/Year)

Social Security Number

Driver's License Number²

State of License

¹ This information will be used for background screening purposes only, and will not be used as hiring criteria.

² If the position involves driving.

ACKNOWLEDGMENT AND AUTHORIZATION FOR BACKGROUND CHECK

By my signature below, I acknowledge that I have received, reviewed and understand the separate document entitled DISCLOSURE REGARDING BACKGROUND INVESTIGATION (the "Disclosure"), including the attachments to and the enclosures with the Disclosure.

Also, by my signature below, I consent to the release to Prince William Area Agency on Aging (the "Company") consumer reports and/or investigative consumer reports (i.e. background check reports) prepared by Screening One, Inc., 1860 N. Avenida Republica de Cuba, Tampa, FL 33605, (888) 327-6511, www.screeningone.com (the "Agency"). If I am hired by the Company, or am working as an independent contractor or volunteer with the Company, I understand that the Company may rely on this Authorization to obtain additional reports on me from the Agency during the course of my work without asking for my consent again, to the extent permitted by applicable law.

I also authorize all of the following to disclose to the Agency and its agents and vendors all information about or concerning me, including but not limited to: My past or present employers; learning institutions, including colleges and universities; law enforcement and all other federal, state and local agencies; federal, state and local courts; the military; credit bureaus; drug and alcohol testing facilities; motor vehicle records agencies; all other private and public sector repositories of information; and any other person, organization, or agency with any information about or concerning me. The information that can be disclosed to the Agency and its agents includes, but is not limited to: Information concerning my employment and earnings history, education, credit history, motor vehicle history, criminal history, military service, professional credentials and licenses, and internet and social media posts (public posts/information only).

I agree that a facsimile, electronic or photographic copy of this Authorization shall be as valid as the original.

I acknowledge that I have received a copy of the following documents: (1) "Disclosure Regarding Background Investigation"; (2) "A Summary of Your Rights under the Fair Credit Reporting Act"; and (3) each of the following notices, if applicable: "CALIFORNIA - NOTICE REGARDING BACKGROUND CHECKS AND CREDIT CHECKS" (if you reside in or you are applying for a position in California), "INFORMATION CONCERNING THE PROCESS IN CORRECTING A CRIMINAL RECORD" (if you reside in or you are applying for a position in Massachusetts), "A SUMMARY OF YOUR RIGHTS UNDER THE NEW JERSEY FAIR CREDIT REPORTING ACT" (if you reside in or you are applying for a position in New Jersey), "NEW YORK STATE CORRECTION LAW, ARTICLE 23-A" (if you reside in or you are applying for a position in New York state), "San Francisco Fair Chance Ordinance" (if you reside in or you are applying for a position in San Francisco, California), "VERMONT - NOTICE REGARDING CREDIT CHECKS" (if you reside in or you are applying for a position in Vermont and if the background check includes a consumer credit report), "A SUMMARY OF YOUR RIGHTS UNDER THE WASHINGTON FAIR CREDIT REPORTING ACT" (if you reside in or you are applying for a position in Washington state).

If you live, or are applying for a position, in California, Minnesota or Oklahoma: If you check the box below, the consumer reporting agency will send you a free copy of the report at the same time that the report is made available to the Company. I request a free copy of the report.

If you live or are applying for a position in New York: Upon request, you will be informed whether or not a consumer report was requested by the Company, and if such report was requested, informed of the name and address of the consumer reporting agency that furnished the report. You have the right to inspect and receive a copy of any investigative consumer report requested by the Company by contacting the consumer reporting agency identified above directly. By signing below, you acknowledge receipt of Article 23-A of the New York Correction Law

If you live or are applying for a position in Washington: You also have the right to request from the consumer reporting agency a written summary of your rights and remedies under the Washington Fair Credit Reporting Act.

The information set forth on the enclosed "Background Information" is my true and complete legal name and all information is true and correct to the best of my knowledge. I understand that dishonesty will disqualify me from consideration for employment with the Company and, if I am hired and/or are currently employed by the Company, that such dishonesty could result in the termination of my employment.

Signature

Date