



VOLUNTEER & INTERN BACKGROUND CHECK APPLICATION & SCREENING POLICY

Rationale

The DFW Church and Thousand Oaks Ranch (TOR) began a volunteer screening process to provide a safe environment for youth participating in their programs. The volunteer screening process was implemented to address legal requirements of the state of Texas for the camp and to provide a proactive solution for situations where the safety and welfare of the youth that DFW Church and TOR volunteers work with might be jeopardized. Screening is only one part of the volunteer application process.

The current cost of performing a background check is \$12 and includes a SSN verification, criminal record check and sex offender check across 50 states. This cost will be born by either the volunteer or the volunteer's church.

Volunteer Screening Process

- All potential volunteers who may work with participants under the age of 18 must complete a volunteer application AND screening form.
- The volunteer application - The director for that week of summer camp at TOR reviews the application.
- The background screening form - The DFW Church performs a social security verification, criminal background and sex offender check using Intelius Inc., a consumer reporting agency, to clear volunteer applicants.
- All volunteers participate in a face-to-face interview with the Extension Agent.

Who Must Be Screened?

- Youths and adults, who, during the course of their volunteer involvement with the TOR youth camp program, have unsupervised access to participants (age of 18) or to persons with developmental disabilities.
- Any individual who volunteered previously but has not been screened through this process must be.
- If an individual routinely helps at TOR camps, that person should follow the application process.
- If an individual "Helper" is under the age of 18 and helps on an occasional basis, an application will not be required. "Helpers" can participate in program activities when two other volunteers who have satisfactorily completed the background screening process, including a criminal background search, or a staff member is/are present.

When are applications and criminal background checks done?

Applications and background checks are conducted when an individual applies to become a volunteer and before appointment. We reserve the right to recheck backgrounds at any

time. Currently we recheck only when there is a break in service (i.e. not registered in a membership year) or when a question is raised (e.g. we receive information that the person has been arrested for a crime).

Procedure

The potential volunteer submits their application to volunteer at Thousand Oaks Ranch at which point they:

1. Are emailed a Volunteer Background Check Disclosure and Authorization Form
2. Complete the authorization form and sign it.
3. Include the \$12.00 processing fee (checks made payable to Thousand Oaks Ranch) for the background check service. Some churches may choose to cover this cost and will be billed by the camp to cover this service.
4. Return the fee and completed authorization form in an envelope marked **CONFIDENTIAL!** and addressed to **THOUSAND OAKS RANCH, attn: John Dohman, 1024 W. Rosemeade Pkwy, Carrollton, TX 75007.**
5. Waivers should be kept in a locked file except when background checks are being conducted.
6. If results are found, the designated employee will print out the results, attach it to the volunteer application and give it to the supervisor who will review the results.
7. The supervisor will contact the prospective volunteer for a conversation.
8. Providing false information on the release form or on the application to volunteer is grounds for automatic exclusion from a volunteer position, regardless of the result of the criminal background check. The decision to appoint or restrict the duties of a current or prospective volunteer is exclusively within the discretion of the DFW Church and Thousand Oaks Ranch, although some findings are grounds for automatic disqualification (see below). The manager may decide to approve, approve with qualifications or deny the application.
9. All denials will be communicated to the prospective volunteer and, without details, to the Camp Director (if necessary).
10. Approvals will be communicated to the Camp Director who will inform the volunteer.

What counts as an automatic disqualification?

The following guidelines apply if the DFW Church or TOR obtains information that a current/prospective volunteer has been convicted of, has pled guilty to, has received deferred adjudication for, or has pled no contest to one of the following crimes under the laws of the State of Texas, another State or the United States.

Automatic Disqualification – regardless of the existence of any extenuating circumstances.

- Crimes against children
- Felony offenses against persons
- Felony offenses against the family
- Crimes defined as public indecency
- Crimes involving the use of weapons
- Arson

- Any violent crime or drug-related felony

Possible Disqualification

- For DUI, DWI, or non-felony drug-related offense, the decision whether to appoint or restrict the duties of a current/prospective volunteer shall be within the absolute and exclusive discretion of TOR. The date of disposition and frequency will be the determining factors. We may appoint the person but restrict them from driving any children other than their own.
- Crimes involving theft, fraud, and forgery will be reviewed on a case-by-case basis. The date of disposition, amount and frequency will be the determining factors.

Other

- For all other criminal offenses except traffic violations classified as Class C misdemeanors, TOR shall review the situation on a case-by-case basis. The decision whether to appoint or restrict/modify the duties of that volunteer shall be within the absolute discretion of TOR.
- If a current volunteer is charged with any criminal offense, other than traffic violations, TOR shall have absolute discretion whether to suspend, terminate, or restrict/modify the duties of that volunteer.
- If a current volunteer has an open warrant for arrest, a pending charge with no disposition, plea bargain or deferred adjudication, the volunteer may not be eligible for appointment or reappointment. They may be removed from their position until the situation has been satisfactorily resolved and a criminal background search is updated.
- TOR has the discretion to exclude or limit a prospective volunteer's participation as a result of non-criminal information.

Contest the results of a criminal background check

If something adverse shows up on the criminal background check, the applicant will be notified and told how to contact IntelliCorp to dispute the results. It is not the responsibility of the DFW Church or TOR to hear the dispute. Once the dispute has been resolved with IntelliCorp, a new search and report can be run.

CONFIDENTIALITY

The DFW Church and TOR will maintain the confidentiality of all criminal background check information, including information regarding termination, appointment, or restriction/modification of the duties of current/prospective volunteer to the extent possible and reasonable within the bounds of conducting effective business operations.