



# Volunteer Background Check Process

## Introduction

Spring Hill USD 230 is concerned about the safety of its volunteers while on duty (whether on or off premises), the safety of its constituents (staff, community, etc.) and the protection of its assets and reputation. To reduce these risks, prospective and, as applicable, current volunteers of USD 230 will undergo a criminal background check that complies with the Fair Credit Reporting Act (FCRA). Volunteers are treated as applicants under the Fair Credit Reporting Act, FCRA. Any questions or special considerations concerning our volunteer program process or requirements should be directed to [info@usd230.org](mailto:info@usd230.org).

USD 230 is currently partnered with Secure Volunteer powered by Background Investigation Bureau, LLC (BIB), a leader in background screening services. This policy applies to all prospective and current volunteers. This background check is good for two (2) school years for our USD 230 volunteers.

## Secure Volunteer Steps

- Prospective volunteer reads through the Spring Hill School District Volunteer Ethics, Procedures and Guidelines document on the USD 230 website.
- Prospective volunteer completes the Volunteer Registration on the USD 230 website.
- Prospective volunteer begins the background check process.
  - Volunteer chooses the District-Pay or Self-Pay option on our website and enters the Secure Volunteer site to begin the process. The volunteer will e-sign the release for the background check.
  - Volunteers enter their own personal data.
  - After the volunteer submits their information, they will receive an email with a link to the Applicant Tracker.
  - The volunteer will receive the following communication, by email, from Secure Volunteer upon submitting their information.
    - Acknowledgement of submission.
    - Receipt of payment if Self Pay.
  - If the prospective volunteer is approved, he/she will receive:
    - An approval notification by email with confirmation typically within one week of application.
    - A Secure Volunteer ID Card will be sent by Secure Volunteer to the approved volunteer. The card has the volunteer's name, the organization (USD 230), and expiration date.
    - Notification 30 days prior to the expiration of the Secure Volunteer ID Card, you will receive a notification to renew.
  - If the prospective volunteer does not meet guidelines, in compliance with the Fair Credit Reporting Act (FCRA), the applicant will receive an adverse action letter. Applicants can dispute any findings on the report directly with Background Investigation Bureau, LLC (BIB).

## **Disqualification Criteria**

A person should be disqualified and prohibited from serving as a volunteer if the person has been found guilty\* of the crimes below. Anyone who has been charged for any of the disqualifying offenses or for cases pending in court should not be permitted to volunteer until the official adjudication of the case.

### SEX OFFENSES

- All Sex Offenses – Regardless of the amount of time since offense. Examples include: **child molestation, rape, sexual assault, sexual battery, sodomy, prostitution, solicitation, indecent exposure, etc.**

### OFFENSES AGAINST A CHILD

- Any felony or misdemeanor crimes against a child.

## **Potential Disqualifying Events**

### FELONY OFFENSES

- All Felony Violence – Regardless of the amount of time since offense. Examples include: **murder, manslaughter, aggravated assault, kidnapping, robbery, aggravated Burglary, etc.**
- All Felony offenses other than violence or sex within the past 10 years. Examples include: **drug offenses, theft, embezzlement, fraud, child endangerment, etc.**

### MISDEMEANORS

- All misdemeanor violence offenses within the past 7 years Examples include: **aggravated assault, battery, domestic violence, hit & run, etc.**
- All misdemeanor drug & alcohol offenses within the past 5 years or multiple offenses in the past 10 years. Examples include: **driving under the influence, simple drug possession, drunk and disorderly, public intoxication, possession of drug paraphernalia, etc.**
- Any other misdemeanor within the past 5 years that would be considered a potential danger to children or is directly related to the functions of that volunteer. Examples include: **contributing to the delinquency of a minor, providing alcohol to a minor, theft – if a person is handling money, etc.**

*\*Guilty means that a person was found guilty following a trial, entered a guilty plea, entered a no contest plea accompanied by a court finding of guilty, regardless of whether there was an adjudication of guilt (conviction) or a withholding of guilt. This recommendation does not apply if criminal charges resulted in acquittal, Nolle Prose, or dismissal.*