



VOLUNTEER CRIMINAL BACKGROUND CHECK POLICY

PURPOSE

Habitat for Humanity-MidOhio values the safety of children, our employees, our volunteers and the families we serve. We want to take prudent measures to protect our human and material resources.

POLICY

Habitat for Humanity-MidOhio requires that criminal background screening checks be conducted for all board members and other key volunteers prior to service or partnership. Habitat for Humanity-MidOhio reserves the right to recheck criminal background status at any time during an individual's service and may terminate participation if the individual becomes disqualified based on that review.

A key volunteer is defined by their role with Habitat for Humanity- MidOhio, which may include:

- Board members;
- Committee members;
- Habitat Young Professional Board members;
- Volunteer project leaders and crew leaders;
- Volunteers in sensitive departments/roles (finance, homeowner services, etc.)
- Individual volunteers and group members who volunteer one hundred (100) hours or more a year.

Any person who does not consent to a criminal background check will not be permitted to volunteer with Habitat for Humanity-MidOhio.

Habitat for Humanity-MidOhio acknowledges that any criminal background screening and decision to work with a potential volunteer shall comply with all state or federal laws, to the extent applicable to Habitat for Humanity-MidOhio and its programs, that concern, race, color, religion, sex, sexual orientation, familial status, marital status, disability, handicap, national origin and/or ancestry.

DISQUALIFICATION CRITERIA

- a) A felony conviction related to theft, assault, or violence within the past three years will disqualify an applicant from board service and/or volunteering with Habitat for Humanity-MidOhio.
- b) A felony conviction prior to three years may disqualify an applicant from board service and/or volunteering with Habitat for Humanity-MidOhio, in its sole discretion, may consider several factors, including, without limitation, the:
 - Completion of the Criminal Background Check Scoring System for Key Volunteers form (Appendix A)
 - Nature of the conviction and whether children were involved;
 - Extent to which the offense may affect the person's fitness or ability to perform the duties or responsibilities of the position;
 - Age of the candidate when the illegal activity occurred;
 - Number of convictions (if more than one);
 - Any information produced by the person, or produced on the person's behalf demonstrating rehabilitation, meeting probation/parole requirements and good conduct;
 - Whether promoting or partnering with the applicant would pose a risk to the organization;



- Whether the state's public policy encourages involvement of persons who have been convicted of crimes;
- The gravity of the crime, the time that has elapsed since the crime and how the applicant has conducted their life since the crime should be considered; and,
- Any other factor the affiliate deems relevant to the decision.

A record of arrest alone will not disqualify an applicant from service with Habitat for Humanity-MidOhio. However, the conduct underlying any such arrest may be considered, to the extent such conduct is ascertainable or admitted, consistent with the criteria in this policy.

If a person withholds information or falsifies information pertaining to previous convictions, the person may be disqualified.

Habitat for Humanity-MidOhio reserves the right to weigh disqualification criteria on a case-by-case basis and to make selection decisions in its sole discretion. Disqualification may extend to any position with Habitat for Humanity-MidOhio.

NATURE OF POSITION

Habitat for Humanity-MidOhio acknowledges that some positions may by nature require an additional level of scrutiny. Habitat for Humanity-MidOhio will generally follow the guidelines below with any exceptions, being made at the sole discretion of Habitat for Humanity-MidOhio and being approved by the President/C.E.O. For the role of board member, any exception must also be approved by the Board of Directors Chair.

- **All key volunteer positions:** Convicted of a felony related to theft, assault, or violence; or convicted of a First-degree or Second-degree misdemeanor related to theft, assault, or violence within the past 3 years, and performing community service related to charges or incidents related to theft, assault, or violence.
- **Committee members, volunteers who have access to sensitive information either in databases or on computer systems, and board members:** Due to the nature of these positions and the access to confidential information, members must not have any pending charges or convictions beyond a misdemeanor level. Misdemeanor convictions related to theft, assault, and violence are also the basis for not allowing someone to serve in this category.

PROCEDURE

Habitat for Humanity-MidOhio will make good faith efforts to comply with the following procedures when conducting criminal background screenings:

- All volunteer role descriptions, recruitment information, applications, and announcements will clearly state if a criminal background screening is required.
- Habitat for Humanity-MidOhio will utilize a third-party vendor to conduct all criminal background screenings.
- Habitat MidOhio, or its designated agent, will obtain an electronic consent to conduct the criminal background screen from each individual prior to conducting the screening.



- Habitat will provide an opportunity for the individual to review, explain and/or dispute the adverse information in a background check prior to making its decision to disallow engagement in the applied-for capacity.
- Individuals will have seven (7) business days to dispute the report or provide additional information.
- Habitat MidOhio will review criminal background checks that reveal convictions and determine within a reasonable time whether such convictions disqualify individuals from volunteering with Habitat MidOhio.
- Habitat MidOhio will follow all requirements under the FCRA and Ohio law when conducting criminal background screenings.
- Habitat MidOhio will keep all criminal background check documents and information confidential and secure. Only staff members who are involved in conducting and reviewing the criminal background screen will have access to the information.



APPENDIX A

CRIMINAL BACKGROUND CHECK SCORING SYSTEM FOR KEY VOLUNTEERS

Name of Volunteer: _____

Date Review Completed: _____ **Person Completing Review:** _____

If the following is true – the volunteer is unable to volunteer with Habitat MidOhio (please check)

- Is on the sex offender national registry
- Convicted of a felony related to theft, assault, or violence within last 3 years
- Convicted of a 1st degree or 2nd degree misdemeanor related to theft, assault, or violence within the past 5 years
- Performing community service related to theft, assault, or violence

Risk to Partnership: 15=HIGH 10=MODERATE 5=LOW 0=LITTLE OR NO RISK
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Yes		No		A. Applicant convicted of a crime? If yes, continue the review. If no, background check review is complete.	
10	5	0		B. Age of applicant at time of commission of the crime: <16 years old (0 pts) 16-17 years old (5 pts) 18-20 years old (10 pts) 21 years or older (15 pts)	
15	10	5	0	C. Time since conviction: Less than 2 years (15 points) 3-5 years (10 points) 6-10 years (5 points) More than 10 years (0 points)	
10			0	D. Off Probation/Supervision? No (10 pts) Yes (0 pts)	
10			0	E. More than one conviction? Yes (10 pts) No (0 pts)	
15	10	5	0	F. Nature of offense: Felony (15 pts) 1 st Degree misdemeanor (10 pts) 2 nd Degree misdemeanor (5 pts) 3 rd Degree misdemeanor or lower (0 pts)	
			0	-5	G. Is there evidence of rehabilitation, i.e., Certificate of Rehabilitation or Good Conduct or letters of Character References? Yes (-5 pts) No (0 pts)



Exclusions associated with the nature of the position

- **All key volunteer positions:** exclude potential volunteers who appear on the National Sex Offender list
- **Office, committee based volunteer opportunities, and regular group members:** no community service or conviction for charges related to theft, assault, or violence with-in the last 5 years.
- **Finance, homeowner selection committees, and board members:** due to the nature of these positions and the access to confidential information members must not have any pending charges or convictions beyond a misdemeanor level. Misdemeanor convictions related to theft and assault are also the basis for not allowing someone to serve in this category.

If applicant obtains 35 or more points, the applicant will receive an individualized evaluation to ensure that any denial is sufficiently related to a Habitat for Humanity business necessity.

Total Points _____

Approved: ____ yes _____ no for the following position: _____

If not approved date letter sent to volunteer: _____ by _____

Approval by President/C.E.O. or Board Chair if needed on: _____