



## **Volunteer Background Check Screening Policy**

It is the policy of Project Angel Heart to conduct a criminal background check on all volunteers who come into direct contact with clients or who work with confidential information for Project Angel Heart. Project Angel Heart is concerned about the safety of its volunteers while on duty (whether on or off premises), and the safety of its constituents (staff, clients, etc.). To reduce these risks, potential and current volunteers of Project Angel Heart will undergo a criminal background check that complies with the Fair Credit Reporting Act (FCRA). Project Angel Heart will only access criminal background reports and will not access credit or banking records. Criminal background checks are just one type of Consumer Report that falls under the auspices of the federal Fair Credit Reporting Act, and volunteers are treated as applicants under the FCRA.

Project Angel Heart has selected an approved background screening provider, Verified Volunteers, and all facilities and affiliates are required to use this approved provider for background screens and must comply with the provisions of this policy.

**Background checks will be conducted initially, and re-conducted every two years for applicable positions. Background checks include the following:**

- **Social Security Trace** is performed using the Social Security number provided. This search identifies places where the individual has lived and alias names used within the last 7 years.
- **The 50 State DOJ Registered Sex Offender** checks the Federal Department of Justice database which includes the listing of registered sex offenders for all 50 States – except Nevada, which currently has an injunction in place.
- **The Government Watch List Search** identifies individuals and companies, owned, controlled by, or acting on behalf of countries targeted by US foreign policy as terrorists and narcotics traffickers. These individuals are identified as Specially Designated Nationals ("SDN"). The SDN search is conducted using documentation provided by the US Treasury's Office of Foreign Assets Control ("OFAC").
- **The Advanced Criminal Record Locator Search** first looks for criminal records in your current county of residence jurisdiction. Then it checks a nationwide criminal database to identify any further records in places you have lived and/or visited. All reported criminal history is validated at the primary source of information.

**Project Angel Heart will conduct a criminal background check for the following volunteer positions, including but not limited to:**

- Meal Delivery Drivers
- Shuttle Drivers
- Client Services Assistants
- Designated Office Assistants
- Designated Event Volunteers
- Court-Ordered Community Service Volunteers
- Designated Interns
- Board Members

If any applicant is unwilling to submit to a criminal background check or provide all required information, the applicant will automatically be disqualified for any and all of the above positions.

Applicants will also be disqualified for any volunteer opportunities with Project Angel Heart if the background check report contains any of the following charges or offenses including but not limited to:

- Violence or abuse of any nature
- Fraud
- Theft of any nature

**Volunteers have the right to:**

- Review the information received, if requested.
- Dispute the findings in the background check.
- Trust that information collected for and from the background check will be used only for the purposes of volunteering, knowing their personal information will be securely stored by the Volunteer Resources staff.