

YPN

Volunteer Criminal History Record Check Policy

Policy Statement

YPN engages volunteers to staff its group meetings, We Care Shop, Ready to Read, Lunch and Literacy, and other one time events. YPN conducts criminal history record checks on all of its volunteers working directly with families. YPN recognizes the importance of locating and maintaining volunteers that provide good role models and exhibit character traits that indicate an ability to conform to the behavior standards YPN expects of its participants and the imminent importance of protecting the children that participate in YPN activities.

The Policy

General Guidelines:

1. New Volunteers. Background checks are required for all new volunteers regardless of age, that work directly with families and/or work with children (collectively hereinafter “Tier One Volunteers”). The background check must be completed and verified before any Tier One Volunteer commences duties with YPN. The background check may include criminal history, sex offender registry, and child abuse history. Tier One Volunteers includes members of the Board of Directors who volunteer for YPN activities outside of formal Board and Committee meetings. Tier Two Volunteers are volunteers who do not meet the requirements of a Tier One Volunteer. They may include guest speakers. Tier Two Volunteers will complete the Volunteer Agreement, Confidentiality, and Liability documents.
2. Returning Volunteers. A background check is required for all volunteers who have been separated from service for more than one (1) year and will be a Tier One Volunteer.
3. Biannual Updating. Background checks will be updated and redone on each Tier One Volunteer every two (2) years. All volunteers will be made aware during the initial intake process that they have an affirmative obligation at all times to notify YPN administration in the event that they are convicted of a criminal offense.
4. Authorization Statement. Applicants for volunteer service with YPN must sign an Authorization Statement permitting YPN to initiate the background check which includes a criminal history background check required by this policy.

Adverse Action Notifications:

1. The following adverse action notifications will automatically disqualify a candidate from volunteering with YPN:
 - a. An assault conviction at any time.
 - b. An OWI conviction within the two (2) year period prior to submission of the candidate’s volunteer application.
 - c. A felony conviction.
 - d. Past history of sexual abuse of children.
 - e. Conviction for any crime in which children were involved.

- f. History of any violent or sexually exploitive behavior.
2. The following adverse action notifications may automatically disqualify a candidate from volunteering with YPN:
 - a. More than one (1) OWI conviction. If a candidate's record reveals an absence of convictions for a seven (7) year period subsequent to the OWI convictions, YPN administration will consider this as evidence of the candidate's commitment to changing the behavior in question and to leading a law-abiding life, making the candidate an appropriate volunteer for YPN activities.
3. Other than stated above, convictions that reflect poor judgment and character and that otherwise indicate an inability of the potential candidate to conform to YPN's expected behavior standards will also disqualify a candidate from volunteering with YPN. A candidate's background check including the criminal history records will be evaluated in the context of the specific volunteer role the candidate may be filling (group childcare, group facilitator, We Care Shop volunteer, etc.) and the factors identified below:
 - a. The recency of and circumstances surrounding the conduct in question,
 - b. The age of the individual at the time of the offense,
 - c. The probability that the individual will continue the type of behavior in question, and
 - d. The individual's commitment to rehabilitation and changing the behavior in question.
4. Any applicant with a pending criminal court case will not be permitted to volunteer until the conclusion of the case and until cleared by YPN administration.

Privacy:

All authorization forms and records received pursuant to the background check including the criminal history background checks will be maintained confidentially and kept in a secured file.