

Seton Northwest Volunteers

Criminal Background Check Policy

POLICY

Out of concern for the well-being and safety of the patients and families we serve, the Seton Northwest Volunteers perform criminal background checks on all volunteers. The Seton Northwest Volunteers deems it necessary and advisable as a matter of policy to reserve the right to disqualify and prohibit any person from serving as a volunteer, including one who has been arrested for, convicted of, been on probation for, or received deferred adjudication for any criminal conduct.

The right to disqualify applies to any criminal conduct regardless of whether (a) the criminal charges were subsequently dropped and the applicant was never prosecuted for the crime charged, or (b) the criminal charges resulted in a non-conviction such as probation, or (c) the criminal conviction was subsequently expunged from the applicant's record as the result of appropriate legal proceedings.

PROCEDURES

In order to screen prospective volunteers to identify those who have engaged in criminal conduct, the Seton Northwest Volunteers adopts the following procedure:

- a) Application: Each volunteer is required to fill out an application.
- b) Personal Interview: Each prospective volunteer will undergo an interview with appropriate staff or member of the Seton Northwest Volunteers.
- c) Criminal Background Checks: Each prospective volunteer will give written consent for a criminal background check, conducted by the Seton Northwest Volunteers and the Volunteer Services Office. The form of authorization will be that prescribed by the Seton Northwest Volunteers and Volunteer Services Office.
- d) Grievance Process: If a prospective volunteer is disqualified from employment or placement with the Seton Northwest Volunteers based upon information received, and, if upon reviewing that information the person feels that the information is wrong or it is not his or her record, the person may request a fingerprint check from the Department of Public Safety as a method of positive identification unless the person can prove by other means that he or she is not the person indicated on the criminal record. An individual may view the disputed criminal history transcript, but may not have a copy of it.

COMPLIANCE WITH REQUIREMENTS

The Seton Northwest Volunteers and the Volunteer Services Office will comply with the requirements of the Criminal Information Act, including the destruction of criminal history record information promptly after the determination of the suitability of the volunteer.

Seton Northwest Volunteers
Consent for Criminal Background History Check

I hereby give permission for the Seton Northwest Volunteers and the Volunteer Services Office to obtain information relating to my criminal history record through the Texas Department of Public Safety. The criminal history record, as received from the reporting agencies, may include arrest and conviction data as well as plea bargains and deferred adjudication. I understand that this information will be used, in part, to determine my eligibility for an employment/volunteer position with this organization. I also understand that as long as I remain an employee or volunteer here, the criminal history records check may be repeated at any time. I understand that I will have an opportunity to review the criminal history and a procedure is available for clarification, if I dispute the record as received.

I, the undersigned, do, for myself, my heirs, executors and administrators, hereby remise, release and forever discharge and agree to indemnify the Seton Northwest Volunteers and the Volunteer Services Office, and each of their officers, directors, employees, and agents harmless from and against any and all causes of action, suits, liabilities, costs, debts, and sums of money, claims and demands whatsoever, and any and all related attorneys' fees, court costs, and other expenses resulting from the investigation of my background in connection with my application to become a volunteer/staff member.

Applicant's Signature

Date

Please Print Name

