

Title:	Background Checks for Volunteers		
Department:	Human Resources	Subsection:	n/a
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It is the policy of Chapel Hill Church to run criminal background checks on volunteers in the following categories:

- Volunteers working with children or youth
- Volunteers working with Facilities in the area of church security
- Volunteers working with Facilities satisfying Community Service requirements
- Volunteers working with Administration in the area of processing confidential information

People in the above categories are asked by a church staff member from the department in which they have volunteered to fill out a Criminal History Background Check for Volunteers.

- These forms ask for the volunteer's name, address, birth date, and ministry (volunteer role).
- In addition, each volunteer is asked to answer a series of questions relating to his or her criminal history (or lack thereof).
- The volunteer must sign the form in two places, to say: 1). that the information he/she has provided is true and correct within the state of Washington, and 2). that he/she has no criminal record outside the state of Washington.

The completed forms are then run through the Washington State Patrol WATCH (Washington Access To Criminal History) web site, which provides criminal history arrest and conviction records (within the state of Washington) for each applicant.

If the WATCH search turns up no record of arrest or conviction for an applicant, the resulting Web Site No Match Found Report is printed and attached to the applicant's form.

If the WATCH search turns up evidence of arrest or conviction, the information will be reviewed with appropriate staff members, taking into consideration the date of the offense, the nature of the offense and the nature of the task for which the applicant is volunteering. Further information may be obtained from the volunteer regarding the circumstances listed on the report. The ministry leader, along with other appropriate staff, will make the final determination as to whether the person can volunteer in the role requested, or if the person needs to be offered another role.

The background check is repeated every two years for as long as the applicant is actively involved as a volunteer in any of the above named ministries.

Related Procedures

- None

Related Forms

- Criminal History Background Check for Volunteers