

## Whiz Kids Volunteer Screening Policy

### Determination of Eligibility for Volunteers working with Youth

1. Applicants whose prior history, including any criminal history, demonstrates a risk to the safety or well-being of youth or of our organization will be determined to be not eligible to work with youth.
2. Applicants are disqualified to work with youth if they have a conviction or have pled guilty to an offense in **part A**.
3. Applicants may be disqualified to work with youth if they have a conviction or pled guilty to an offense or offenses in **Part B** . Qualification will be determined by the *Volunteer Screening Assessment Team*
4. The Volunteer Screening Assessment Team is to consist of three to four employees of City Gospel Mission who are appointed by the Director of Whiz Kids (Ideally, one person from Volunteer Services, one from Whiz Kids, and one other).  
One appointed person on the team will evaluate each “pending” case ahead of time, and contact the applicant for clarification or missing information, making a recommendation to the team for eligibility or non eligibility.

Once a decision has been made by the team, follow the procedures in Section III to notify the applicant and staff.

#### A. Automatic Disqualifying Offenses

1. All sexual offenses
2. Any felony or misdemeanor conviction involving violence.  
Possible examples of violent felonies or misdemeanors include, but are not limited to: simple assault, battery, domestic violence, hit & run, cruelty to animals.
3. Any crimes against a child, regardless of the time. (felony or misdemeanor)

#### B. Potential Disqualifying Offenses

1. Any felony conviction in **past 7 years** other than those listed above in part A.
2. Any drug related conviction in **past 7 years (other than a minor misdemeanor)**
3. More than one alcohol related conviction in **past 7 years**
4. Any misdemeanor conviction that may indicate a lack of integrity and/or character of an individual in **past 7 years**

## **Other Possible Disqualifying Offenses (Ohio Revised code)**

### **Theft and Fraud**

RC. 2913.02 - Theft; aggravated theft  
RC. 2913.03 - Unauthorized use of a vehicle  
R.C. 2913.04 - Unauthorized use of property, computer, cable, or telecommunication property or service  
RC. 2923.02-Attempt  
RC. 2913.041 - Possession or sale of unauthorized cable television device  
R.C. 2913.33 - Making or using slugs  
R.C. 2913.05 - Telecommunications fraud  
R.C. 2913.06 - Unlawful use of telecommunications  
RC. 2913.11 - Passing bad checks  
RC. 2913.21 - Misuse of credit cards  
R.C. 2913.31 - Forgery; identification card  
R.C. 2913.32 - Criminal simulation  
R.C. 2913.40 - Medicaid fraud  
RC. 2913.41 - Prima facie evidence of purpose to defraud  
RC. 2913.42 - Tampering with records  
R.C. 2913.43 - Securing writings by deception  
R.C. 2913.44 - Personating an officer  
R.C. 2913.441- Law Enforcement emblem display  
RC. 2913.45- Defrauding creditors  
RC. 2913.46 - Illegal use of food stamps or WIC program benefits  
R.C. 2913.47 - Insurance fraud  
R.C. 2913.48 - Worker's compensation fraud  
R.C. 2913.49 - Identity fraud

### **Offenses against justice and public administration**

RC. 2921.11-Perjury  
RC. 2921.13- Falsification  
R.C. 2921.35 - Aiding escape or resistance to authority  
RC. 2927.12 - Ethnic intimidation  
RC. 4511.19 – Operating vehicle under the influence of alcohol or drugs (A second violation within five years of the date of application for licensure or employment)

Or an existing or former offense of any municipal corporation, this state, or any other state, or the United States that is substantially equivalent to any of these offenses.

This is a prescribed form which must be used to meet the requirements of rules 5101:2-12-26 and 5101:2-13-26 of the Administrative Code.

JFS 01328 (Rev. 8/2008)

A DUI may or may not be a disqualifying offense.

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## **Procedures for determining eligibility of applicants with potential disqualifying offenses in Section B :**

1. All other criminal offenses shall be reviewed on a case-by-case basis by the Volunteer Screening Assessment Team.
2. Each case will be reviewed independently and fairly
3. An applicant may have offenses or an offense that is determined to be disqualifying that is not included on the list.
4. Possible allowable offenses do not involve serious moral failure, including minor traffic violations (if limited in number), and non-violent, non-sexual misdemeanors.

**Factors to consider regarding applicants with potential disqualifying offenses include:**

1. Did they disclose the information on their applications?
2. How long ago did the conduct occur?
3. Has the applicant displayed observable, consistent Christian character and conduct after the offense was committed?
4. If there a current church leader or volunteer who knows the applicant and can provide a strong, positive written reference?
5. Are the charges a result of pre-meditated actions, or a result of poor judgment or carelessness?(the nature and severity of the criminal conduct)
6. Is there a pattern of criminal charges, even if the charges were dismissed, which cause concern that the volunteer may pose a threat to the integrity or safety of the program?
7. Willingness to show accountability and a plan for life-change after offense.

**C. Eligibility to drive youth and disqualifying offenses**

1. Drivers must be a screened and approved volunteer and meet the qualifications and complete driver eligibility forms.
2. The names of all pending drivers along with their paperwork are submitted to volunteer services prior to screening.
3. A state BMV check is completed on the volunteer through Selection.com.

**Disqualifying offenses for drivers**

1. All operators' accident/incident experience must reflect no more than one (1) at-fault accident in the past year, or one (1) at-fault accident and one (1) minor moving traffic violation in the past three (3) years
2. All operators must not have had:
  - a. More than one (1) minor moving traffic violation (MTV) in the past year, or two (2) minor MTV's in the past three (3) years:

Minor includes all violations other than those listed as major in b. or c. below.
  - b. Any major speeding violation in the past two (2) years.

Major speeding violations (a form of "reckless operation") are:

    1. More than 15 MPH over a posted limit 45-55 MPH;
    2. More than 12 MPH over a posted limit 40 MPH or lower.
  - c. No major moving violations in the past three (3) years

**The following are included as major moving traffic violations:**

    - (1) Reckless operation;
    - (2) Improper passing;
    - (3) Driving with known or non-inspected defective equipment.
  - d. No operational-behavioral violations in last five (5) years

**The following are included as operational-behavioral violations:**

- (1) Driving while license is suspended or revoked;
  - (2) Driving under the influence (DUI) or driving while intoxicated (DWI);
  - (3) Leaving the scene of an accident or incident
3. All operators must not have registered more than four (4) violation points with the Motor Vehicle Registration Bureau of the State in which the points were recorded with in the previous (24) months.

#### **D. Determination of a “Restricted” Status**

A volunteer may be eligible to work with youth but may be considered **restricted**, meaning they are not permitted to drive youth, or, are not permitted to become a mentor and be alone with youth due to certain violations on their record. This could be for a limited time period, or indefinitely.

**Examples:**

1. An applicant who received a DUI within the past 5 years would not be permitted to serve as a mentor, or to drive youth, but could be permitted to tutor.
2. An applicant who applies to drive as a tutor and has 6 points on their state BMV check is not permitted to drive youth until the points are within the allowable range. They must resubmit the driving forms to get approval.

#### **E. Informing applicants of eligibility requirements**

All applicants should be informed of eligibility requirements prior to applying as a volunteer. This policy, along with disqualifying offenses will be posted on our website.

**10/30/2012**

