

## **PHPR Volunteer Background Check Policy**

### **Purpose**

The City of Pleasant Hill believes that allowing qualified individuals to volunteer in PHPR programs contributes to our overall success. Background checks serve as an important part of the selection process. The information we collect helps the City of Pleasant Hill promote a safe work environment for our current and future employees and volunteers. Background checks also help us obtain information necessary to ensure the protection of the City of Pleasant Hill's physical property, proprietary information, and other assets. The City of Pleasant Hill complies with all applicable federal, state, and local laws, including fair employment practices and equal employment opportunity, when conducting background check.

### **Procedure**

If the Background Check reveals criminal records or other serious misconduct (other than minor traffic violations), the Authorized Initiator will consult with Legal Counsel and Law Enforcement Officials, and if determined necessary, the volunteer selection supervisor shall make an initial determination as to whether the Background Check results would disqualify the candidate for the position. Failure to disclose criminal convictions requested during the application process may result in disqualification for volunteerism or termination of the volunteer position. Disqualification of a candidate based on information discovered in the Background Check is not subject to grievance or appeal by the candidate.

### **Criteria**

The group's consideration shall include, but not limited to, the following factors:

- A. Number of offenses or misconduct and the circumstances of each;
- B. Length of time between the offense or misconduct and the volunteer application;
- C. Other volunteer history;
- D. Evidence of applicant's rehabilitation efforts;
- E. Severity of the offense or misconduct; and
- F. The relevance of the offense or misconduct to responsibilities of the position.

### **Credit Reports**

To the extent required by the Fair Credit Reporting Act (FCRA), applicants will be informed, in writing, notice of adverse information discovered in the Background Check and given an opportunity to respond. Upon conclusion of the review, written notice will be sent to the candidate regarding the volunteer supervisor's decision of eligibility for the position.

### **Record-Keeping**

All results of the Background Check will remain confidential, will be maintained by Human Resources or Authorized Initiators, and will be disclosed only to authorized employees who have a need to know in the performance of their job assignments.

### **Instructions to Submit a Background Check**

- A. Go to <https://opportunities.averity.com/COPHPAR>
- B. Click "Yes" when it asks you to continue.
- C. Fill out the required information.
- D. Click "Next"
- E. You're done!