



Volunteer WSP WATCH Background Check Policy

General information

The NOAH Center is committed to ensuring that qualified volunteers support its programs to keep our community as safe as possible. The NOAH Center is also committed to taking meaningful actions to protect its finances, property, and other assets. This policy sets forth The NOAH Center's procedures for conducting pre-employment background checks for all volunteer positions through the Washington State Patrol "Washington Access to Criminal History" Background Checks.

Background Checks and Discrimination

Information discovered through the background check process will be used solely to evaluate a person's suitability for volunteering. It will not be used to discriminate against a finalist based on race, color, religion/creed, sex/gender, age, sexual orientation, gender identity/expression, national origin, genetic information, marital/familial status, disability, military, or veteran status.

Definitions

- A. Background check: Check any parts of the volunteer's employment references and employment, educational, criminal, sex, and violent offender, credit, and license histories. The nature and scope of the background check will be determined by The NOAH Center and appropriate to the volunteer position.
- B. License history check: Verifying that the volunteer possesses all the licenses cited by him/her or listed on/in the volunteer application if required by the position. Verification includes establishing the current status of the relevant licenses.

Consent to Conduct Background Checks and Confidentiality

Volunteers are required during the application process to complete a background check with results acceptable to The NOAH Center. A signed, written consent will be obtained from the volunteer before conducting the background check. Refusal by the volunteer to authorize the background check will make them ineligible to volunteer.

The information obtained through background checks is confidential and will be shared only with individuals with an essential business need to know. The background check records will be stored in our volunteer database management system.

Policy on WSP WATCH Background Checks

Acceptance into The NOAH Center's Volunteer Program is contingent upon the successful completion of a background check. Generally, volunteering in the position should not begin until The NOAH Center has received and reviewed the results of the background checks. Any exceptions made must be approved by the Executive Director.

Background Checks of Current Volunteers and Duty to Report Convictions/Pleas

Current volunteers will require background checks if they have not undergone the background check process or have not undergone the additional background checks needed for a new volunteer position. A current volunteer who has already undergone a background check in the two (2) years preceding their request to transfer will not be required to undergo a new background check unless they are moving into a position with substantially different responsibilities and the position requires additional background checks such as a license check.

Volunteers have an ongoing responsibility, while volunteering, to make The NOAH Center aware of any felony or misdemeanor convictions or pleas which are acknowledgments of responsibility. Any convictions or pleas should be reported to the Volunteer Coordinator.

Evaluation of Background Check Results

