

Literacy Lubbock is concerned about its volunteers' safety, its constituents' safety, and the protection of its assets and reputation. To reduce these risks, potential and current Literacy Lubbock volunteers who work in our Tiny Tots programs, tutoring, or classroom settings will undergo a criminal background check that complies with the Fair Credit Reporting Act (FCRA). Volunteers are treated as applicants under the FCRA.

This policy sets forth guidelines for performing such background screens. Literacy Lubbock has selected an approved background screening provider, VeriFYI. Any questions or special considerations concerning this policy should be directed to Literacy Lubbock's Executive Director, Julie Laughlin.

### Disqualification Criteria

The Director of Volunteer Programs will review the report and determine if any negative information directly connects with an applicant's ability to fulfill the Volunteer's duties with competence and integrity or impact safety. A criminal conviction will not automatically prohibit an individual from volunteering at Literacy Lubbock but will be reviewed on a case-by-case basis. Matters that might raise concern include, but are not limited to, the following:

Any recent felony conviction –statutory guidelines usually define these serious crimes, and in general, are punishable by more than 1-year incarceration:

1. Theft –including burglary, embezzlement, forgery, fraud
2. Violent crimes –including murder, robbery, assault, battery
3. Drug-related crimes –including the use, sale, possession, distribution, or manufacture of illegal drugs
4. Sex offenses–including rape and sexual assault
5. Serious motor vehicle offenses –including driving under the influence of alcohol or drugs

When reviewing any criminal record information that appears on a background check, Literacy Lubbock shall factor in any known factors relating to:

1. The facts and circumstances surrounding the offense.
2. The number of offenses for which the individual was convicted.
3. The age of the individual at the time of conviction or release from prison.
4. Evidence that the individual has performed the same type of work, post-conviction, with the same or a different organization, without incidents of criminal conduct.
5. Any efforts of the applicant towards rehabilitation.
6. Employment or character references obtained regarding the individual's fitness for the particular position.