

HAYS-CALDWELL WOMEN'S CENTER

Procedure Statement for Disqualifying Offenses for Volunteer Services

No person may serve as a direct service volunteer or intern with the Hays-Caldwell Women's Center (HCWC) who has ever been convicted of, been on probation for, or received deferred adjudication for any disqualifying offense, or has presently pending any criminal charges of any disqualifying offense before a determination of guilt is made, including any person who is presently on deferred adjudication. Direct service volunteers include those who serve clients or are unsupervised on HCWC property while clients are on the property.

Guidelines for Determining Disqualification

The following offenses are grounds for volunteer disqualification regardless of any extenuating circumstances.

- A. Felony crimes against family, sex-related offenses, child related offenses, murder, theft/robbery/burglary offenses, fraud related offenses and crimes against persons and property.
- B. All other offenses not otherwise described above may result in disqualification at the discretion of the Hays-Caldwell Women's Center. Factors considered by HCWC to determine disqualification include the nature and severity of the criminal conduct, the length of time since the offense occurred, the likelihood of rehabilitation (must be evidenced by community standing, employment, and references) and other factors that HCWC may deem appropriate under the circumstances.

If information from Request for Child Abuse/Neglect Central Registry and DPS Criminal History Check lists one or more of the aforementioned disqualifying offenses, that information will be reviewed by the Volunteer Coordinator, Executive Director and the appropriate staff member to make a determination of that individual's eligibility to act as a volunteer with the HCWC. If a prospective volunteer is denied a volunteer position based upon information received from Request for Child Abuse/Neglect Central Registry and DPS Criminal History Check, and, if upon review of that information the prospective volunteer feels that the information included is wrong or that it is not his or her record, the submission of fingerprints for a fingerprint check will be completed, *at the prospective volunteer's expense*, for positive identification unless the prospective volunteer can prove by other means that he or she is not the person on the criminal record.

Specific to Roxanne's House Volunteers: Contractor (HCWC) shall remove a volunteer from service who is alleged to have committed child abuse or neglect, an offense against a person, an offense against the family, an offense involving public indecency under the Texas Penal Code, or an offense under the Texas Controlled Substances Act. If it is determined that the volunteer has not committed any such offense, the volunteer may again be assigned to direct client contact provided that Contractor or any subcontractor shall notify CACTX (Roxanne's House) of its intent to so reassign not less than 10 working days prior to reassignment. Contractor or any subcontractor shall provide CACTX with further information concerning the reasons for any such reassignment upon request of CACTX. In the event that a volunteer is found to have committed any of the offenses listed in this paragraph, the volunteer shall not be reassigned to duties involving any direct contact with clients.

Requests for Child Abuse/Neglect Central Registry and DPS Criminal History Checks must be conducted on all direct service volunteers within 30 days of the beginning of volunteer service and *may be* repeated annually thereafter. Each volunteer or intern who is to be screened must complete and sign a form, giving approval to HCWC to perform the check.