



## High Desert Education Service District VOLUNTEER PROCEDURE

To protect the safety and welfare of children and staff, the ESD will conduct a background check for all volunteers who work directly with children (OAR 581-22-716). ESD volunteers do not work unsupervised with children. Volunteers are an essential part of our team and the ESD strongly hopes interested parties will grant us permission to conduct a background check. However, if they do not wish to participate because of personal reasons, the ESD understands and respects their decision.

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### A. REQUIREMENTS

Volunteers who work with children under the jurisdiction of the ESD in a sponsored school/program held on or off school/program property shall be subject to a background check. The background check will be conducted one time, unless the ESD determines that cause exists for a re-check.

### B. EXCEPTIONS

An exception will be made in the background check requirement if there is file evidence from the Oregon Department of Education, or school districts within the jurisdiction of the ESD (i.e., Bend-La Pine School District, Redmond School District, etc.) that documents a successfully completed background check. School-to-work volunteers are exempt.

### C. NOTIFICATION AND APPLICATION

- The ESD shall provide notification to volunteers that background checks are required by the ESD.
- All volunteers will be required to complete the ESD Volunteer Application and Volunteer Screening Authorization. (While the results of the background check are being conducted, volunteers are allowed in the school/program.) Schools/programs should keep a copy of the application prior to forwarding to the ESD attn: Human Resources.
- The ESD will send the background check information to the appropriate agency.
- The ESD will notify the school/program designee whether the individual has been approved as a volunteer. Individuals who are not approved will be notified by the ESD. The school/program designee will notify individuals who are approved as volunteers.
- The school/program designee will maintain a directory of volunteers approved and not approved.
- A central registry of approved/not approved volunteers will be maintained at the ESD.

### D. SUSPENSION/TERMINATION OF VOLUNTEER ASSIGNMENT

1. If the ESD receives information, which alleges misconduct by a volunteer or a person seeking a volunteer assignment, then the ESD will suspend the person or volunteer from the assignment pending the resolution of the allegation. After the allegation has been resolved, the ESD may assign the person as a volunteer, or inform the person that working as a volunteer is not acceptable.
2. Any person required to submit to a background check will be terminated from consideration as an ESD volunteer immediately upon the following:

Refusal of consent to a background check; or

Notification that the volunteer has been convicted of a crime prohibiting employment with the ESD as specified in Oregon law.

### E. APPEALS

Volunteers may appeal a determination, which prevents their service with the ESD with the Superintendent as follows: A signed, written appeal to the Superintendent may be filed within five working days of receipt of the ESD's determination preventing volunteer service with the ESD. The Superintendent shall meet with the individual involved to discuss the appeal and respond in writing within ten working days of receipt of the appeal. If the individual is not satisfied with the decision of the Superintendent, he/she may submit a written appeal to the Board. This appeal should be filed in writing within five working days of receipt of the Superintendent's decision. The Board shall consider the appeal at its next regularly scheduled Board meeting. The Board will reply to the appeal in writing within ten working days of the regularly scheduled meeting. The Board's decision will be final.

### F. FEES

The ESD shall cover the costs for all volunteers for conducting this process.



## High Desert Education Service District

### **NOTIFICATION TO VOLUNTEERS**

To protect the safety and welfare of children and staff, High Desert Educational Service District (ESD) conducts a background check on all job applicants and volunteers. (OAR 581-22-716)

Volunteers are an essential part of our team, and we strongly hope you will grant us permission to conduct a background check. However, if you do not wish to participate because of personal reasons, we understand and respect your decision. The only reason we conduct these checks is to assure a safe, healthy learning environment for every child.

If you have any questions, please call the ESD Human Resources Department, 923-8907. You will be able to speak confidentially.

We appreciate your understanding and cooperation in this important matter.

### **VOLUNTEER EXPECTATIONS**

**DEPENDABILITY** The ability to depend on a volunteer is an essential expectation. Children and staff look forward to the volunteer's commitment to report at an expected time and to complete the volunteer assignment thoroughly and enthusiastically.

**PROFESSIONALISM** The volunteer is a role model for children in dress, manner and behavior. Working in a team environment cooperatively with others and demonstrating a willingness to learn are integral parts of professionalism.

**CONFIDENTIALITY** The volunteer must respect the confidentiality of sensitive information. Children and their families should not be discussed outside the program or school environment.

**COMMUNICATION** The volunteers' success depends on effective communication. Asking questions and following directions are key components of communication.

Concerns regarding a volunteer who may not be following these expectations should be communicated to the designee where the volunteer is assigned. The administration will conduct an objective investigation regarding any identified concerns. If cause exists, the volunteer will be removed from their assignment. The ESD will be vigilant in its authority to provide a safe learning environment for students.





Education Service District

**VOLUNTEER SCREENING AUTHORIZATION**  
**Public Information Verification (P.I.V.)**

The undersigned consent to have P.I.V. obtain any and all information concerning previous employment, obligations and all other matters which may be required in connection with the pre-employment and volunteer screening process. The undersigned consents to any other background check, including, but not limited to criminal checks and driving records.

P.I.V. does not guarantee the accuracy of information received from various sources, which may contain errors and omissions. P.I.V. provides no warranty as to the merchantability or fitness for a particular purpose for any information. Original records may differ from computer entries. P.I.V. shall not be liable for any direct, indirect, incidental, or consequential damages caused by mistakes, omissions, deletions, error, or defect in any information provided by other sources.

P.I.V. shall provide a copy of the information received to the prospective employer. If the undersigned believes that any information provided is incorrect, the undersigned must notify P.I.V. within fourteen (14) days in order to allow P.I.V. to re-verify the information and provide a copy of the notice to the prospective employer. Questions regarding the pre-employment or volunteer screening should be directed to P.I.V. at 541-548-5306 or via mail at P.O. Box 1913, Redmond, Oregon 97756.

Please Print or Type:

Last Name \_\_\_\_\_ First Name \_\_\_\_\_ Middle Name \_\_\_\_\_  
DOB \_\_\_\_\_ Sex \_\_\_\_\_  
List other names previously used (including maiden name) \_\_\_\_\_

Drivers License Number \_\_\_\_\_ State or Province of Issue \_\_\_\_\_

- 1. Have you ever been convicted of a sex related crime? .....Yes( ) No( )  
If "YES", identify the State where the conviction occurred \_\_\_\_\_  
If "YES", did the crime involve force? Yes( ) No( ) Did the crime involve a minor child? Yes( ) No( )
- 2. Have you ever been convicted of a crime of violence or the threat of violence?.....Yes( ) No( )  
If "YES", identify the State where the conviction occurred \_\_\_\_\_
- 3. Have you ever been convicted of a criminal act involving drugs/alcohol?.....Yes( ) No( )  
If "YES", identify the State where the conviction occurred \_\_\_\_\_
- 4. Have you ever been convicted of a crime other than a minor traffic offense?.....Yes( ) No( )
- 5. Have you been arrested for a crime of which the court finding is pending?.....Yes( ) No( )

I hereby grant the company, P.I.V., permission to check civil and/or criminal records to verify any statements made on this form.

Applicant Signature \_\_\_\_\_ Date \_\_\_\_\_

Regardless of whether the applicant grants consent, P.I.V., will conduct a criminal offenders record check of the applicant for the position of school bus driver, volunteer, or other prospective school employees working with or around children. Discrimination by an employer based on arrest records alone violates federal civil rights laws. The applicant may obtain further information concerning the applicant's rights by contracting the Bureau of Labor and Industries, Civil Rights Division, State Office Building, Suite 1070, Portland, Oregon 97232, phone 541-731-4075

I acknowledge receipt of this notice:

Applicant Signature \_\_\_\_\_ Date \_\_\_\_\_