



VOLUNTEER SEX OFFENDER REGISTRY CHECK POLICY

PURPOSE

Habitat for Humanity-MidOhio values the safety of children, our employees, our volunteers and the families we serve. We want to take prudent measures to protect our human and material resources.

POLICY

Habitat for Humanity-MidOhio requires that sex offender registry checks be conducted for all potential board members and other key volunteers, and in particular, those who may have unsupervised contact with a child, the elderly, or persons with disabilities. Habitat for Humanity-MidOhio reserves the right to recheck sex offender status at any time during the course of service and may terminate a volunteer's participation if the volunteer becomes disqualified based on that review.

Any person who does not consent to a sex offender registry check will not be permitted to volunteer with Habitat for Humanity-MidOhio.

Habitat for Humanity-MidOhio acknowledges that any sex offender registry screening and decision to work with a potential volunteer shall comply with all state or federal laws, to the extent applicable to Habitat for Humanity-MidOhio and its programs, that concern, race, color, religion, sex, sexual orientation, familial status, marital status, disability, handicap, national origin and/or ancestry.

DISQUALIFICATION CRITERIA

Prospective volunteers who are found on the sex offender registry will be prohibited from volunteering with Habitat for Humanity-MidOhio. Any exception will be made at the sole discretion of Habitat for Humanity-MidOhio and must be approved by the C.E.O. For the role of a board member, any exception must also be approved by the Board of Directors Chair.

In addition, if a person withholds information or falsifies information pertaining to a sex offense, the person may be disqualified from further consideration.

PROCEDURE

Habitat for Humanity-MidOhio will make good faith efforts to comply with the following procedures when conducting sex offender registry checks:

- All volunteer role descriptions, recruitment information, applications, and announcements will clearly state if a sex offender registry screening is required.
- Habitat MidOhio, or its designated agent, will utilize the National Sex Offender Public Website (<http://www.nsopw.gov>) as a resource and check all states in which the person has resided for the last ten (10) years;
- Habitat MidOhio will obtain an electronic consent to conduct the sex offender database screen from each individual prior to conducting the screening.
- Habitat will provide an opportunity for the individual to review, explain and/or dispute the adverse information in a sex offender database screen prior to making its decision to disallow engagement in the applied-for capacity.



- Individuals will have seven (7) business days to dispute the report or provide additional information.
- Habitat MidOhio will review sex offender database screen that reveal convictions and determine within a reasonable time whether such convictions disqualify individuals from volunteering with Habitat MidOhio.
- Habitat MidOhio will follow all requirements under the FCRA and Ohio law when conducting sex offender database screenings.
- Habitat MidOhio will keep all sex offender database screen documents and information confidential and secure. Only staff members who are involved in conducting and reviewing the sex offender registry screen will have access to the information.