



Criminal Background Check Process for Volunteers

All applicants applying for a volunteer position with Saint Paul Public Schools should complete the Volunteer Application and a Volunteer Background Investigation Permission and Release Form. The permission and release form allows the District to complete a criminal background investigation for each applicant. If a criminal background investigation is required for the volunteer assignment, it will have to be successfully completed before the volunteer is able to begin providing service at the school.

Saint Paul Public Schools has established a criminal background check procedure for volunteers for the following reasons:

1. The District has a responsibility to protect students and staff from unnecessary risks.
2. The District has a responsibility to provide a safe and nurturing environment for students.
3. The District has a need to protect the reputation of the institution as a body charged with the care of children.

When will a criminal background check be performed?

The Volunteer Safety Management Grid is a guide as to when a check will be initiated. It defines volunteer situations in terms of increasing increments of risk; a criminal background check is warranted only in a few situations. In most cases, a criminal background check will only be completed if volunteers will be working with children in an unsupervised setting. Use of the grid will provide consistency within the district to ensure that criminal background checks will not be done indiscriminately. If there is a concern regarding a volunteer's capability of performing volunteer tasks within your school's program parameter, yet does not warrant a check on the risk management grid, please consult with Human Resources for appropriateness of the criminal background check.

How will the criminal background check be initiated?

If a criminal background check is indicated for a volunteer on the safety management grid, the following steps should be followed:

1. The building/program will fax the volunteer criminal background permission and release form to Human Resources. **Before faxing, please assure that all forms are filled out completely and signed. Forms that are not filled out completely will delay the background check process and the individual's ability to begin volunteering.**

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2. Human Resources will initiate the criminal background check. Checks are completed by Professional Research Services (PRS).
3. Results of the criminal background check are normally returned to Human Resources within 72 hours. Human Resources will review the results of the investigation and if necessary, will discuss with the building principal or designee whether or not the applicant is suitable for a volunteer assignment.

Additional Information:

1. Any criminal background check performed on a volunteer will be paid for by the school. The cost for a background check will be from \$12 to \$20 depending on the jurisdiction search.
2. Original copies of volunteer applications and the volunteer permission and release forms should be maintained at the school. Copies of the completed criminal background report will be maintained in Human Resources.
3. If an applicant for a volunteer position is already employed by the District or is working in another volunteer position and has completed the criminal background check process, it is not necessary to complete another criminal background investigation. Please contact Human Resources if you are unsure if an applicant has completed the necessary background investigation.

Human Resources Contact for Volunteer Criminal Background Investigations:

Julie Coffey
Staffing Specialist
E-Mail: julie.coffey@spps.org
Phone: 651-767-8215
Fax: 651-665-0269

**VOLUNTEER SAFETY MANAGEMENT GRID
SAINT PAUL PUBLIC SCHOOLS**

	Volunteer Application Form	Criminal Background Consent Form	Volunteer Assignment Job Description	Volunteer Guide Reviewed	Monitoring and Evaluation	Group or Individual Orientation	Training (as needed)	Placement Interview (as needed)	<i>Need Criminal Background Check</i>
Staff supervised volunteer working on site with students. <i>classroom volunteer, tutor, library aide, etc.</i>	X	X	X	X	X	X	X		
Staff supervised volunteer working on site for one-time special event: <i>guest speakers, science fair, spelling bee, etc.</i>			X		X	X	X		
Staff supervised volunteer with group on or off site: <i>field trip chaperones, parties, book fair, field day, etc.</i>	X	X	X		X	X	X		
Staff supervised volunteer-led group on site: <i>Challenge Math, Junior Great Books, etc.</i>	X	X	X	X	X	X	X		
Staff supervised student volunteer on site: <i>peer tutors, reading buddies, etc.</i>	X		X	X	X	X	X		
Volunteer supervised activities on site: <i>career exploration, Destination Imagination, etc.</i>	X	X	X	X	X	X	X	X	X
Volunteer supervised activities off site: <i>field trips, job shadowing, fund raising activity, etc.</i>	X	X	X	X	X	X	X	X	X

Budget Code: 01-463-203-000-6305-000
Location: L'Etoile du Nord
School/Dept. Contact: Daniel Simmons
Phone: 651-744-6970
email: Daniel.Simmons@spps.org



Permission and Release Form for **VOLUNTEER** Background Investigations

First Name	Middle Name	Last Name	Birthdate (Month, Day and Year)
Street Address		City/Town	State, Zip Code
Social Security Number	Former Name(s)/Alias & Date of Change		

To ensure the safety and security of our students, families, employees, the Saint Paul Public School District reserves the right to conduct criminal background checks on volunteers. By signing this release form you are giving permission to the District to conduct this background check using the information provided above. You are also releasing the Saint Paul School District and any entity providing information to the District from liability in connection with this information. Background information may have a bearing on an individual's ability to volunteer. I authorize the reinvestigation of my criminal history, at any time, while volunteering for Saint Paul Public Schools.

You will receive a copy of the background investigation obtained by Saint Paul Public Schools. You may also request additional information on the nature of the report upon written request to the consumer reporting agency.

Listed below are cities/states where I have lived in the past seven- (7) years.

	<u>Address</u>	<u>City, State and Zip Code</u>	<u>Date: From</u>	<u>Date: To</u>
1.	_____	_____	_____	_____
2.	_____	_____	_____	_____
3.	_____	_____	_____	_____
4.	_____	_____	_____	_____

I understand that a photocopy of this authorization would be accepted with the same authority as the original.

Signature _____ Date _____

THIS FORM IS ONLY TO BE USED FOR VOLUNTEER APPLICANT