



# Volunteer Applicant Criminal Records Review

Applies to criminal records reported via WATCH and Verified Volunteers only. Volunteer drivers must also complete the Driver Check List.

**Volunteer applicant has criminal charges and/or arrests in their records.**

Did the applicant disclose all past and pending charge(s)?

NO

**Applicant ineligible to volunteer \***

YES

Was the crime a felony (not a misdemeanor) against a child, vulnerable adult, or violent in nature? See reference list on page 2.

YES

NO

Was the crime a different type of felony?

YES

**Refer to VSP Administrator**

NO

Was the crime committed more than 7 years ago?

NO

YES

**OK to volunteer**

NO

Was the applicant under the age of 25 when they committed the crime?

YES

NO

Are criminal records related only to driving?

NO

**OK to volunteer except as a driver**

YES

Volunteer Services Program Administrator will respond within seven business days. School communicates decision to the applicant along with a copy of their WATCH report and this document.

\* Applicants can appeal the decision to Volunteer Services Program Administrator. Email [volunteer@seattleschools.org](mailto:volunteer@seattleschools.org) or call (206) 252-0631.



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## Disqualifying Convictions

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Volunteer applicants who are guilty of felony offenses listed below are generally not eligible to volunteer with Seattle Public Schools. Please consult with the Volunteer Services Program Administrator on any sex offense or felony offense that is listed on a background check, but is not listed on this memorandum.



- Felony indecent exposure
- First or second degree criminal mistreatment
- First or second degree abandonment of a dependent person
- Endangerment with a controlled substance
- First or second degree murder
- Homicide by abuse
- First or second degree manslaughter
- First or second degree assault
- First, second, or third degree assault of a child
- Drive-by shooting
- Promoting a suicide attempt
- Malicious harassment
- Custodial assault
- First, second, or third degree rape
- First, second, or third degree rape of a child
- First, second or third degree child molestation
- Sexual misconduct with a minor in the first degree
- Indecent liberties
- Sexually violating human remains
- Voyeurism
- Criminal trespass against children
- First or second degree custodial sexual misconduct
- A felony failure to register if the person has been convicted of failing to register on at least one prior occasion.
- Any sex offense felony where the charge is criminal attempt, criminal solicitation, or criminal conspiracy to commit such crimes.
- Incest
- Child selling or buying
- Sexual exploitation of a minor
- Sending, bringing into state, possession, viewing, and dealing in depictions of minor engaged in sexually explicit conduct
- Felony communication with minor for immoral purposes.
- Commercial sexual abuse of a minor
- Promoting commercial sexual abuse of a minor
- Promoting travel for commercial sexual abuse of a minor
- Felony violation with sexual motivation
- First or second degree kidnapping
- First or second degree promoting prostitution
- First degree robbery



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## Background Information

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### Why was this flow chart developed?

- Transparency: prospective volunteers can review the type of criminal records that may prohibit or restrict their volunteer opportunities at SPS.
- Encouragement: we hope that family members who wish to volunteer in their child's school but worry that their criminal records may disqualify them will be encouraged by the review process criteria to apply; we also hope that the appeals process will encourage applicants and their advocates to communicate with us about rejected applications.
- Equal treatment: all applicants are screened using the same criteria in every school.
- Efficiency: schools can approve majority of applicants with criminal records without additional district approval.

### What resources did SPS consult to create this chart?

The following regulations and policies were utilized:

- SPS human resources employment selection procedures.
- Equal Employment Opportunity Commission recommendations.
- Chapter 43.43 Revised Code of Washington, specifically RCWs regarding adults who have access to children or vulnerable persons.
- Washington Schools Risk Management Pool policies.

### How can applicants avoid being turned away due to incomplete disclosure of records?

Individuals with criminal records may assume that very old records no longer appear on their background checks, however our screening experience demonstrates otherwise. We ask that candidates remember and disclose all past offenses recorded by law enforcement, including those pending and finalized, crimes committed as minors, both arrests and convictions. Applicants interested in reviewing their criminal records prior to applying can do so at <https://fortress.wa.gov> (\$12 charge), or at <https://verifiedvolunteers.com> (select "level 3" background check— \$31+ varies depending on residential history).

### How does this procedure address racial disparities?

Seattle Public Schools is committed to eliminating opportunity gaps. With the exception of felony-level crimes committed against children, vulnerable adults, or otherwise violent in nature, we review background checks centrally and assess all applicants individually. We aim to balance student safety with encouraging families to actively participate in education of their children, grandchildren, etc. All decisions, whether made by the school or central office staff, can be appealed for additional review.

### How can I provide feedback about this procedure?

We welcome your comments and feedback—please share them with Volunteer Services Program Administrator at [volunteer@seattleschools.org](mailto:volunteer@seattleschools.org) or (206) 252-0631.