



Administrative Policy
VOLUNTEER BACKGROUND CHECK
Public Safety – A702

Effective Date:

March, 2010

Revised Date:

December, 2013

VOLUNTEER BACKGROUND INVESTIGATIONS

Summary

The Town of Payson has determined that with the number of volunteers currently under its direction, and the tasks they may be asked to perform, it is necessary to develop a policy regarding a background investigation. A background investigation will be conducted on each volunteer working under Town direction. The following policy will be followed when an application is submitted to the Town of Payson by anyone requesting to be considered as a volunteer within any department.

Definitions

Specialty Departments - Police and Fire

Process

The volunteer must first complete the volunteer application for the Town of Payson. Once the application is reviewed by the authorizing department head they will then have the applicant report to the police department for fingerprint card completion and submission. The fingerprint card will be completed by the Payson Police Department and a driver's license and warrants check will be conducted at that time. Upon successful completion of these checks and the completion of the fingerprint card the applicant will then deliver the completed fingerprint card to Human Resources for submission to the Arizona Department of Public Safety for the fingerprint check.

Upon the return of the information from the fingerprint check, Human Resources will notify the applicable department head of any criminal background information. There are certain criminal offenses that will, **in most cases**, disqualify an applicant; some of which are, being a Registered Sex Offender, a serious felony offense as defined in ARS 13-604.W.5, applicant pending felony criminal charges, a felony crime within the last ten years, or an assaultive criminal history. The department head holds the discretion to also disqualify an applicant for repetitive offenses, or other offenses which hold particular concern for their specific departments.

If an arrest is indicated on background materials of any type, the applicant may be requested to provide additional information and/or references related to the arrest. If there is no disposition of the arrest shown, the applicant, upon request, shall provide proof of the disposition of such arrest.

If a criminal history is indicated on background materials, the volunteer must be approved by the department head and Human Resources.



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The Human Resources division will be responsible for the housing of the criminal history information by a secure means. Human Resources will also be responsible for the payment of the fingerprint fee to the Arizona Department of Public Safety.

Each department head or their designee will then contact at least three listed references in an effort to seek background information on the potential volunteer. When that is completed the department head will have the final say as to the volunteer's status within that department.

If the department head agrees the volunteer is to be considered as an authorized volunteer the volunteer applicant will report to the Payson Police Department for processing and issuance of an official Town of Payson identification card to be worn by the volunteer when functioning in that capacity with the Town of Payson.

This process will make them eligible to volunteer with any department within the Town of Payson, (except specialty departments), as all applicants will have undergone the same background investigation.

Specialty Departments

Specialty departments, such as police and fire, will conduct more extensive background investigations regarding employees who have the potential to view ACJIS information or work in other sensitive areas.

These backgrounds will include the fingerprint process, at least three interviews with parties that are listed by the applicant recommending them for the position. As well as a background investigation including prior employment, current family and friends interviews and criminal history checks, both local and nationwide. The applicants driving record will also be checked for prior violations.