

# WHO Background Check Protocol

-Background checks are done on all volunteers, guests and staff who work with the WHO program. Our aim is to make the shelter a safe place for everyone.

-Background checks are only needed for people over the age of 18.

-Confidentiality forms need to be signed each year by all volunteers.

## How often for background checks?

We request that background checks be completed according to the following parameters:

1. Follow your own faith communities/organization's protocol for background checks that you have developed for those working with children.

OR

2. If your faith community/organization does not have a protocol for background checks we ask that a background check be completed on all volunteers every 2 years. This can be done by your organization or the WHO coordinator can run these.

## If something comes up on a background check?

If something on a background check is of concern to you or if you have any questions about background checks please contact the WHO coordinator to discuss.

## Volunteering Guidelines:

Class A Felony:

-Not available for volunteering at any time

Class B Felony:

-Available to volunteer after 10 years of conviction date

-If Class B felony was a sexual offense then individual would not be allowed to volunteer at family shelter at any time

Class C Felony:

-Available to volunteer after 5 years of conviction date.

-Within 5 years of conviction date, to be examined on a case by case basis by WHO Coordinator

## Background Check Resources:

Washington State Background Check <http://www.wsp.wa.gov/crime/chrequests.htm>

Oregon State Background Check [http://www.oregon.gov/OSP/ID/public\\_records.shtml](http://www.oregon.gov/OSP/ID/public_records.shtml)

If you have any questions please  
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