



Girl Scouts of the Rio Grande

Criminal Background History Check/Policy

The safety of the girls is the most important consideration in the appointment of a volunteer or hiring of an employee. In order to help safeguard the girls in our care, Girl Scouts of the Rio Grande has joined other youth serving agencies in conducting criminal background history checks on volunteers and employees.

Information obtained is confidential as provided by law and will be used and retained only as authorized by law.

Please complete this form and return it to a Girl Scouts of the Rio Grande representative or mail in the attached envelope. Any employment or volunteer agreement is contingent upon the completion and review of a criminal background history check.

Social Security # _____

Last Name First Name Middle Initial

Also, list maiden name or any other names used _____ Sex: Female or Male

Birth date: ____ / ____ / ____ Driver's License # _____ State _____

How long have you lived in Texas or New Mexico (Please specify which state) _____

Consent for Criminal Background History Check Authorization/Waiver/Indemnity

I hereby give my permission to the Girl Scouts of the Rio Grande to obtain information relating to my criminal history record through Intellicorp.net and/or backgroundchecks.com. The criminal history record, as received from the reporting agencies, may include arrest and conviction data as well as plea bargains and deferred adjudications and delinquent conduct committed as a juvenile. I also understand that the criminal history could contain information presumed to be expunged. I understand that this information will be used, in part, to determine my eligibility for an employment/volunteer position with Girl Scouts of the Rio Grande. I also understand that as long as I remain an employee or volunteer of Girl Scouts of the Rio Grande, the criminal history records check may be repeated at any time. I understand that I will have an opportunity to review the criminal history as received by Girl Scouts of the Rio Grande and a procedure is available for clarification, if I dispute the record as received. I further understand, however, that in accordance with applicable provisions of Texas and/or New Mexico Law, I will not be allowed to keep or photocopy my criminal history record transcript.

I, the undersigned, do, for myself, my heirs, executors, and administrators, hereby remise, release and forever discharge and agree to indemnify and hold harmless Intellicorp.net and/or backgroundchecks.com and Girl Scouts of the Rio Grande, and each of their respective officers, directors, employees and agents, from and against any and all causes of actions, suits, liabilities, costs, debts and sums of money, claims and demands whatsoever, (INCLUDING CLAIMS FOR NEGLIGENCE, GROSS NEGLIGENCE, AND/OR STRICT LIABILITY OF INTELLICORP.NET AND/OR BACKGROUNDCHECKS.COM AND GIRL SCOUTS OF THE RIO GRANDE) and any and all related attorney's fees, court costs, and other expenses, resulting from the investigation of my background in connection with my application to become a volunteer/employee with Girl Scouts of the Rio Grande.

Applicant's Signature Day Phone Evening Phone Date

Address City State Zip

Please Print Name in Capital Letters Position Applying For Troop Number (if applicable)

See the back for the Girl Scouts of the Rio Grande criminal background history policy.

Criminal Background History Check Policy

Policy: 1. Each applicant who seeks to act as a volunteer for GSRG, or any troop/group or other entity sponsored by or affiliated with it will be asked to disclose in writing the details of any crimes for which the applicant has been convicted or to which the applicant has pleaded guilty or no contest.

Policy: 2. Each applicant shall give written authorization for GSRG to obtain a criminal background check pursuant to the Criminal History Information Act, Tex. Gov't Code § 411.081 *et seq.*, as currently in effect and as it may be amended from time to time or the comparable New Mexico state statute.

Policy: 3. Criminal Offenses. If GSRG learns that an applicant or volunteer has been convicted of, has pleaded guilty to, or has pleaded no contest to a misdemeanor or felony under the laws of the State of Texas, New Mexico, another state, or the United States, the following shall apply:

A.) For crimes against children, offenses against persons, offenses against the family, crimes involving weapons, arson, any violent crime or drug-related offense other than as provided in Section 3C or the comparable Texas or New Mexico state statute, that person will not be allowed to serve in any capacity.

B.) For a first offense DWI, DUI or possession of marijuana under two ounces, if it has been five years or more since the date of disposition, then the decision whether to allow service shall be within the absolute and exclusive discretion of GSRG. Other than a first offense, that person shall not be allowed to serve in any capacity.

C.) For theft, fraud and forgery offenses greater than \$200.00, that person will not be allowed to serve in any capacity.

D.) For any other criminal offense, regardless of whether it is classified as a felony or as a misdemeanor, excepting only traffic violations classified as Class C misdemeanors, that person shall have his or her case reviewed on a case-by-case basis. The decision whether to allow service shall be within the absolute and exclusive discretion of GSRG.

Policy: 4. If GSRG is made aware of pending charges related to any criminal offense other than traffic violations classified as Class C misdemeanors and the comparable Texas or New Mexico state statutes, involvement with the Council as a volunteer will be temporarily suspended pending disposition of the case.

Policy: 5. Contest of Criminal History Transcript. Any applicant or volunteer who disputes and desires to contest any information that appears on the criminal history record transcript must file with GSRG written notice challenging the accuracy of the transcript. Following the submission of such notice the individual must take all steps necessary to challenge the report. This may include the submission of fingerprints and an appropriate fee to the applicable state or Federal Department. If it is determined that the record previously obtained was correct and the applicant, volunteer believes that a mistake exists in the criminal record, he or she may appeal the matter to the applicable state or Federal department.

Upon resolution of the matter with the Department, the individual may submit a certified copy of the corrected criminal history record transcript to GSRG. All costs associated with an appeal of the criminal report provided to GSRG shall be borne by the applicant or volunteer. Further, it is the responsibility of the individual contesting the report, not GSRG, to take all action necessary to contest or correct the criminal history report. Notwithstanding an individual's contest of information contained in the criminal history report, GSRG is entitled to and shall rely upon the information contained in the criminal history report until such time as a corrected criminal history transcript has been provided. GSRG does not control the information that is contained in criminal history reports, and GSRG shall have no liability to any person for the information **contained in such reports or for its actions taken in reliance upon such reports.**

Policy: 6. Continued Service. Each volunteer and applicant as a condition of continued service consents to a periodic review of his or her criminal background. Upon request of GSRG, each volunteer and applicant shall give written authorization for a criminal background check to be performed pursuant to the Criminal History Information Act, Tex. Gov't Code § 411.081 *et seq.*, as currently in effect and as it may be amended from time to time or the comparable New Mexico state statute.

Procedure: When a record of criminal history is received on a volunteer applicant, the Administrative Manager/HR will review the record. The CEO will be made aware of the circumstances and will make the appropriate decision as to whether the will be able to serve in as a volunteer. If the history contains a conviction for any of the crimes listed in the policy statement, the applicant may not be accepted. A rejection, suspension, or restriction letter is mailed to the applicant with a copy to the volunteer and staff to whom the applicant would have been accountable. The letter informs the volunteer of the grievance process.

