



## **COMMUNITY SERVICE PROCEDURES**

### **1.0 DEFINITION**

Community Service is distinct from volunteering because it is not always performed on a voluntary basis. Habitat for Humanity of Springfield Missouri (HFHS) will hereby define community service as unpaid service (volunteer work) that is mandated to a person by an individual, institution, or court. HFHS will consider any volunteer hours to be community service if they need to be confirmed with an individual or entity at the completion of the service.

### **2.0 PURPOSE**

Volunteers may use their volunteer experience at HFHS to collect community service hours. The purpose of Community Service Procedures is to outline the requirements HFHS has established to verify service hours. These procedures are designed to eliminate tracking and reporting errors, and to allow volunteers to personally track and record their own hours.

### **3.0 PROCEDURE**

All community service volunteers must adhere to HFHS's volunteer regulations and expectations, background check policy, and scheduling procedures. In addition, volunteers must:

1. Notify the Volunteer Coordinator of your intent to complete community service hours. This notification can be emailed to [volunteer@habitatspringfieldmo.org](mailto:volunteer@habitatspringfieldmo.org) or notated on the volunteer application that is filled out prior to volunteering.
2. On the first day of service, obtain an official yellow HFHS community service log. Log sheets will be kept in binder at the volunteer check in window for ReStore volunteers. Construction volunteers will be in charge of keeping track of their own log sheet.
3. Volunteers must log and date their service log each time they volunteer with HFHS.
4. A HFHS staff member must initial all entries on the service log for them to be recognized and official. Any ReStore staff member can initial logs at the HFHS ReStore. Any construction staff member can initial logs at build/construction sites.
5. Volunteers must submit their log sheet along with an official verification request to the Volunteer Coordinator in order to have their community service verified. See section 4.0 VERIFICATION for procedures on requesting hour verification.

#### **3.1 COURT ORDERED COMMUNITY SERVICE**

Individuals completing court ordered community service must adhere to all steps outlined in section 3.0 PROCEDURE. In addition, they must submit proper documentation outlining their intent to complete court ordered service hours. The Courts, a Lawyer, or a Probation/Parole Officer must submit documentation that states:

- The volunteers name
- The specific offense
- The required amount of service hours to be served

This information must be received prior to requesting verification of community service hours, or the request for verification will be denied. This can be emailed, faxed, mailed, or delivered in person to the Volunteer Coordinator using the following information:

Volunteer Coordinator  
2410 S. Scenic Ave. Springfield, MO 65807  
Email: [volunteer@habitatspringfieldmo.org](mailto:volunteer@habitatspringfieldmo.org)  
Fax: (417) 829-4003

Individuals not able to volunteer with HFHS are those who have been charged with or plead guilty to one of the following offenses:

Felony Assault Charges  
Sexual Offenses (registered sex offender, domestic violence, sexual assault, statutory offenses)

Individuals charged with or having plead guilty to all other offenses can be approved on a case by case basis. The official HFHS Background Check Policy outlines how it is determined if an individual is allowed to volunteer.

#### 4.0 VERIFICATION

When an individual has completed their community service hours or needs an official progress update, they must officially request verification for the hours served. Official verification requests must be made using the Confirmation of Service Hours Request Form. This form can be completed in person at the HFHS ReStore or online by visiting <https://habitatspringfieldmo.org/get-involved/volunteer/service-hour-confirmation/>. The Confirmation of Service Hours Request Form must include the following information:

Name  
Email  
Date the Verification/Letter is Needed  
Volunteer Start Date  
Total Hours Mandated

Requests for verification of community service hours must be made at least **two business days** before the verification is needed. This allows the Volunteer Coordinator time to verify the hours and create a personalized letter. All volunteers requesting verification of hours will receive an official letter on HFHS letterhead that confirms the hours and a copy of their completed community service hours log sheet.



## CRIMINAL BACKGROUND CHECK POLICY

Approved 9/3/2019

### 1.0 PURPOSE

As a ministry, Habitat for Humanity of Springfield, MO (HFHS) values the safety of children, our employees, volunteers, and the families we serve. HFHS wants to take prudent measures to protect our human and material resources.

### 2.0 POLICY

HFHS requires that criminal background checks be conducted for all potential partner families, new board members, applicants for employment and key volunteers\*. HFHS reserves the right to recheck criminal backgrounds at any time during the homebuilding process, course of employment, and/or volunteering.

(\*Key volunteers are defined as any individual who volunteers eight (8) or more hours each month, a volunteer who has contact with vulnerable populations (children, the elderly, or persons with disabilities), a volunteer who may have unsupervised contact with vulnerable populations, or volunteers serving on Partner Selection or Partner Advocacy Committees.)

Any person who does not consent to a criminal background check will not be permitted to become a partner family, work and/or volunteer with HFHS.

Minors (anyone under age 18) must complete the Background Release Form for Minors that is signed by a legal guardian/parent to comply with the Criminal Background Check Policy.

### 2.1 DISQUALIFICATION CRITERIA

A previous conviction may disqualify an applicant from homeownership, employment, board membership, and volunteering with HFHS. In determining eligibility, HFHS, in its sole discretion, may consider several factors, including, without limitation, the:

- Nature, duties and responsibilities of the position;
- Nature of the conviction and whether children were involved;
- Time elapsed since the offense;
- Extent to which the offense may affect the person's fitness or ability to perform the duties or responsibilities of the position;
- Age of the candidate when the illegal activity occurred;
- Number of convictions (if more than one);
- Any information produced by the person, or produced on the person's behalf demonstrating rehabilitation and good conduct;
- Whether hiring, transferring, promoting or partnering with the applicant and/or candidate would pose a risk to the organization;
- Whether the state's public policy encourages employment of persons who have been convicted of crimes;
- Whether the state's public policy encourages homeownership of persons who have been convicted of crimes;
- The nature of the build, i.e., proximity of houses, mixed use communities, etc.;
- Any other factor the affiliate deems relevant to the decision.

## **2.2 DISQUALIFICATIONS**

If a person withholds information or falsifies information pertaining to previous convictions, the person may be disqualified from further consideration.

The following list provides some examples in which HFHS may, within its sole discretion, determine an individual to be ineligible for homeownership, employment and/or volunteering:

- Sexual Offense
- Felony Assault

This list is not exhaustive and is for illustrative purposes only. HFHS reserves the right to weigh disqualification criteria on a case-by-case basis and to make selection decisions in its sole discretion.

Disqualification may extend to any partner family member and to any position with HFHS and associated entities, including but not limited to Habitat for Humanity International, Inc., Area Offices, Branches, National Organizations, Affiliates, Disaster Response Centers, Regional Support Centers and State Support Centers.

## **2.3 EMPLOYMENT OFFER CONTINGENT ON CRIMINAL BACKGROUND CHECK**

In the employment context, HFHS may extend an offer of employment to an applicant that is contingent on the completion of the criminal background check. However, the applicant may not start work before the criminal background check has been completed and the final employment and/or service eligibility decision has been made by HFHS personnel and/or Board of Directors.

## **3.0 PROCEDURE**

HFHS will make good faith efforts to comply with the procedures outlined in the attached “**Community Service Background Check Process**” addendum when conducting criminal background checks.

## **4.0 DENIAL OF APPLICATION, TERMINATION OR REASSIGNMENT**

Based on any or all of the criteria outlined in this policy, HFHS may, in its sole discretion, decide that a partner family will be denied homeownership, an employee will be terminated, a volunteer will be dismissed or an applicant will not be hired. In the employment or volunteer context, HFHS may, in its sole discretion, also choose to reassign a former convict to a job/volunteer position involving less exposure to risk. In doing so, HFHS may, in its sole discretion, consider:

- The type and location of the job – whether it would give the offender access to potential victims
- The types of co-workers and subordinates in the workplace
- Whether the job would involve travel
- Work hours
- Degree of supervision
- Amount of access to technology, i.e., the Internet

**ADDENDUM: attachment for reference.**

**Community Service Background Check Process – may be revised as needed**

- Collect a completed Criminal Background Check form, along with a photo I.D., from volunteers upon arrival of their first volunteer shift with HFHS;
- Conduct CaseNet search for volunteers upon arrival of their first volunteer shift with HFHS;  
(<https://www.courts.mo.gov/casenet>)
- Allow volunteer to actively volunteer no more than 8 hours with HFHS while the Criminal Background Check form is finalized;
- Utilize the Paragon Investigations, or current third party background check administrator company, Criminal Background Check as a resource to background check within the past year;
- Check all states in which the person has resided for the last five (5) years;
- Ensure all recruitment information, applications, and announcements state the HFHS Background Check requirement;
- Seek prior written approval in accordance with applicable laws, particularly, where third party vendors are retained to conduct criminal background checks;
- Initiate criminal background checks prior to the hire, transfer, promotion, or reassignment of individuals, including reclassification;
- Notify the individual under consideration that an offer for any personnel action (employment, transfer, promotion, reclassification, or change in duties) or homeowner status is conditioned on successful completion of the criminal background check, and that falsification of information submitted may be cause for corrective action, up to and including dismissal and/or elimination from the homeownership program;
- Review criminal background checks that reveal convictions and determine within a reasonable time whether such convictions disqualify individuals from positions and/or family partnerships.