



Scotty's House Volunteer & Internship Program Background Check Policy

Once Scotty's House has received your completed Volunteer Application Packet, a volunteer interview will be scheduled for you. During this interview, you will be asked to complete a Request for Child Abuse/Neglect Central Registry and DPS Criminal History Check form. Information on your application and background check results will be held confidential by Scotty's House. The purpose of this form is to grant Scotty's House permission to request, on your behalf:

- a criminal history check from the Texas Department of Public Safety (DPS) and
- a check from the Texas Department of Family and Protective Services (DFPS) Central Registry of Child Abuse and Neglect.

The results of the background checks are usually received within one to two weeks after submission and will be used to determine your eligibility to participate in the volunteer or internship programs. Results that will automatically exclude you from participating in the volunteer program include:

- conviction for a violent crime
- conviction for any crime against a child
- any criminal offense within the past five years

If you are a current volunteer or intern, you **MUST** immediately notify Scotty's House in the event you are arrested or convicted of a criminal offense. CPS and criminal background checks will be administered every three years for all active volunteers and interns.