

Sex Offender Registry Check Policy

1.0 PURPOSE

As a ministry, Habitat for Humanity Chicago (“Habitat Chicago”) values the safety of children, our employees, volunteers and the families we serve. We want to take prudent measures to protect our human and material resources.

2.0 POLICY

Habitat Chicago requires that sex offender registry checks be conducted for all potential partner families, employees and key volunteers¹, and in particular, those who may have unsupervised contact with a child, the elderly or persons with disabilities. Habitat Chicago reserves the right to recheck sex offender status at any time during the homebuilding process, course of employment and/or service.

Any person who does not consent to a sex offender registry check will not be permitted to become a partner family, employee or key volunteer with Habitat Chicago.

2.1 DISQUALIFICATION CRITERIA

A sex offender registry finding may disqualify an applicant from homeownership, employment, or volunteer service with Habitat Chicago. In determining eligibility, Habitat Chicago in its sole discretion, will make an individualized inquiry to determine if the information on the report is related to the position and consistent with Habitat Chicago’s business necessity, and may consider several factors, including without limitation, one or more of the following:

- 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 applicant’s fitness or ability to perform the duties or responsibilities of the position;
- age of the applicant when the illegal activity occurred;
- number of convictions (if more than one);
- any information produced by the applicant, or produced on the applicant’s behalf, demonstrating rehabilitation and good conduct;
- whether hiring, transferring, promoting or partnering with the applicant would pose risk to Habitat Chicago;
- whether and to what extent 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.; and
- any other factor that Habitat Chicago deems relevant to the decision.

¹ Key volunteer generally refers to any individual who works eight or more hours each month and/or has contact with vulnerable populations such as children, the elderly or persons with disabilities.

If an applicant withholds information or falsifies information pertaining to a sex offense, the applicant may be disqualified from further consideration.

2.2 EMPLOYMENT OFFER CONTINGENT ON SEX OFFENDER REGISTRY CHECK

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

3.0 PROCEDURE

Habitat Chicago will make good faith efforts to comply with the following procedures when conducting sex offender checks:

- utilize the National Sex Offender Public Website (<http://www.nsopw.gov>) as a resource and check all states in which the person has resided during the last ten (10) years;
- ensure that all recruitment information, applications, announcements and descriptions state that the position or homeownership relationship requires successful completion of a sex offender registry check;
- seek prior written approval of the applicant to conduct a sex offender registry check (even if not required by law); and
- 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 sex offender registry 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 and/or;
- review sex offender registry checks that reveal convictions and determine within a reasonable time whether such convictions disqualify individuals from positions and/or homeownership partnership

4.0 DENIAL OF APPLICATION, TERMINATION OR REASSIGNMENT

Based on any or all of the criteria outlined in this policy, Habitat Chicago may, in its sole discretion, decide that an applicant 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, Habitat Chicago may, in its sole discretion, also choose to reassign a convicted sex offender to a job involving less exposure to risk. In doing so, Habitat Chicago 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; and/or
- amount of access to technology, e.g., the Internet and computer systems.

I have read the Sex Offender Registry Policy and authorize Habitat for Humanity to run the required check.

Applicant Name: _____

Signature: _____ Date: _____

FOR OFFICE USE ONLY

Pt: _____	Applicant or family member registered on the sex offender registry? Yes (10 pts) No (0 pts)
<p>If YES, proceed to the following questions. If NO, no further action needed. Proceed to date and signature.</p>	
Pt: _____	Life Registration? Yes (15 pts) No (0 pts)
Pt: _____	Time since registered: Less than 2 years (15 pts) 3-5 years (10 pts) 6-10 years (5 pts) More than 10 years (0 pts)
Pt: _____	Off Probation/Supervision? No (10 pts) Yes (0 pts)
Yes / No	History of repeat offenses? If yes, immediate disqualification.
Yes / No	Restrictions on where offenders can live? If yes, immediate disqualification.
Yes / No	Nature of offense: Offense with a child? If yes, immediate disqualification.
Pt: _____	Nature of offense: Assault with minor (15 pts) First degree assault (15 pts) Second, third, fourth degree assault (10 pts) Sexual misconduct with a minor (10 pts) Sexual misconduct with an adult (5 pts) Misconduct with minor of proximate age (0 pts) Not applicable (0 pts)
Yes / No	Designated as sexual predator: If yes, immediate disqualifications
Total:	<i>(If applicant obtains 30 or more points, the applicant will receive an individualized evaluation to ensure that any denial is sufficiently related to a Habitat for Humanity business necessity)</i>
Date:	Prepared By: