

Flagstaff Family Food Center Community Restitution Volunteer Screening & Safety Policy

Effective Date: 03/18/2026

Policy Purpose: To create a safe, trusting, and secure environment for all staff, clients, and community members, the Flagstaff Family Food Center conducts screenings on all prospective Community Restitution Volunteers.

1. Purpose of Background Screening

Flagstaff Family Food Center is committed to providing a safe environment. To mitigate risk, we screen volunteers to:

- Protect vulnerable populations (children, seniors, disabled individuals, domestic violence survivors, etc) from potential harm.
- Ensure Volunteers are capable of de-escalation in the midst of stressful situations.
- Safeguard the property of volunteers, staff, and the organization.
- Safeguard the organization's assets, property, and funds.
- Maintain public trust and reputation.
- Stay true to our mission and goal of supporting the community through safe spaces and resources.

2. Screening Requirements

Application: All applicants must complete a volunteer application, including a criminal history disclosure via a Background Check or selective screening from relevant parties (Pathways, Coconino Probation Office, etc).

- The volunteer application will be provided upon request.
- Placement facilities will provide documentation of past criminal convictions for prospective volunteers to the Flagstaff Family Food Center to review in accordance with our policies.
 - For times when that is not possible, *applicants or their agencies must purchase a criminal background check* (county, state, and national, including sex offender registries) and submit it to Flagstaff Family Food Center along with their application.

3. Automatic Disqualification Criteria

To ensure safety, applicants with a conviction, guilty plea, or no-contest plea to the following criminal categories will be automatically disqualified from volunteering:

A. Heinous/Violent Crimes

- Murder, manslaughter, or homicide.
- Sexual offenses of any kind, or required registration on a National Sex Offender Registry.
- Assault and/or battery with a weapon.
- Kidnapping or false imprisonment.
- Arson or crimes involving the use of weapons.
- Cruelty to animals.
- Domestic violence or child abuse/neglect.

B. Pending Cases

- Any applicant with a pending charge or open warrant for any of the above offenses will be ineligible to volunteer until the case is resolved.

4. Reviewable Considerations

The following criteria/convictions are to be reviewed and considered before determining whether a Community Restitution Volunteer will be allowed to volunteer with Flagstaff Family Food Center.

A. Violent Crimes:

- Felony assault
- Battery
- Violent crimes against persons

B. Theft:

- Felony theft
- Robbery
- Burglary
- Misdemeanor theft convictions within the last 5 years.

C. Time Passed & Context:

- While certain convictions are generally permanent exclusions, Flagstaff Family Food Center reserves the right to evaluate the recency and frequency of convictions before determining approval status of a Community Restitution Volunteer.

5. Review Process & Confidentiality

- **Confidentiality:** All documentation materials and/or background check information are kept strictly confidential and only accessed by authorized personnel.
- **Individualized Assessment:** In accordance with Equal Employment Opportunity Committee guidelines, Flagstaff Family Food Center does not use blanket exclusions for all criminal records. For non-disqualifying offenses, we will consider:
 - The nature and gravity of the offense.
 - The time elapsed since the conviction or completion of the sentence.
 - The relevance of the offense to the specific volunteer role (e.g., driving records for transportation roles).
- **Misrepresentation:** Any false statement, omission, or misrepresentation on the volunteer application is grounds for immediate disqualification or termination.

6. Ongoing Commitment

Volunteers are required to notify Flagstaff Family Food Center immediately if they are arrested or convicted of any criminal offense while volunteering.





Community Service Volunteer Application

Thank you for your interest in completing community service with **Flagstaff Family Food Center (FFFC)**. We appreciate your willingness to give back to our community.

Because our volunteers work alongside staff, other volunteers, and members of the community, we ask all community-service applicants to provide the information below. This information helps us determine whether FFFC can provide an appropriate and safe volunteer placement.

Please answer all questions honestly and completely. Providing false or incomplete information may result in the denial or termination of your community-service placement. Email completed form to volunteer@hotfood.org.

1. Applicant Information

Full Legal Name: _____

Preferred Name: _____

Date of Birth: _____

Phone: _____

Email: _____

Address: _____

City: _____ State: _____ ZIP: _____

2. Community Service Information

Why are you completing community service?

☐ Court-ordered

☐ Probation/parole requirement

☐ Other: _____

Referring Court, Agency, School, or Organization:

Contact Person/Case Manager: _____

Phone/Email: _____

Total Number of Hours Required: _____

Deadline for Completion: _____

Have you already completed any of these required hours?

- ☐ No
☐ Yes — Number of hours completed: _____

Do you have any restrictions or requirements related to your community-service placement?

- ☐ No
☐ Yes — Please explain:

3. Offense Information

What offense or charge is associated with your community-service requirement?

Were you convicted of the offense?

- ☐ Yes
☐ No
☐ Case is pending
☐ Not applicable

Approximate date of offense: _____

Please provide any additional information you believe is relevant to your ability to safely participate in our volunteer program:

Providing information about an offense does not automatically mean that an applicant will be denied a volunteer placement. FFFC may consider the nature of the offense, the requirements of the community-service placement, and the safety of clients, volunteers, and staff when determining eligibility.

4. Safety & Disclosure

Sex Offender Registration Disclosure – Please check one:

- ☐ I am not currently required to register as a sex offender in Arizona or any other jurisdiction.
- ☐ I am currently required to register as a sex offender.
- ☐ I am unsure whether I am required to register.

If you selected the second or third option, please provide any relevant information or documentation available to you:

Are you currently subject to any court order, probation condition, parole condition, or other restriction that would limit your contact with children, vulnerable adults, or members of the public?

- ☐ No
- ☐ Yes — Please explain:

5. Volunteer Expectations

Community-service volunteers are expected to:

- Follow all FFFC safety policies and staff instructions.
- Treat clients, staff, and other volunteers with respect.
- Maintain appropriate and professional behavior while volunteering.
- Arrive on time and complete scheduled service hours.
- Remain in assigned work areas unless given permission to leave.
- Respect the privacy and dignity of FFFC clients.
- Immediately report safety concerns or inappropriate behavior to FFFC staff.
- Follow any additional restrictions or requirements associated with their placement.

FFFC reserves the right to end a volunteer's community-service placement if the volunteer violates organizational policies, behaves inappropriately, creates a safety concern, or fails to meet the expectations of the program.

6. Applicant Certification

By signing below, I certify that:

- The information provided on this application is true and complete to the best of my knowledge.
- I understand that FFFC may contact my referring court, agency, probation officer, school, or other authorized representative to verify my community-service requirements.
- I understand that submitting this application does not guarantee acceptance into the FFFC community-service program.
- I agree to follow all FFFC volunteer policies, safety procedures, and staff instructions.
- I understand that FFFC may discontinue my community-service placement if I fail to follow these requirements or if my participation presents a safety concern.

Applicant Signature: _____

Date: _____

FFFC Staff Review: _____

Date: _____

FOR FFFC USE ONLY

Placement Approved: ☐ Yes ☐ No ☐ Pending Review

Approved By: _____

Date: _____

Approved Service Location: _____

Restrictions/Conditions:

Required Documentation Received:

- ☐ Community-service referral/order
- ☐ Identification verified
- ☐ Offense information reviewed
- ☐ Restrictions reviewed
- ☐ Other: _____

Notes:

