Santa Barbara Center for the Performing Arts

VOLUNTEER CRIMINAL BACKGROUND CHECK POLICY

POLICY:

All Santa Barbara Center for the Performing Arts. Granada Theatre (SBCPA, the Company) volunteers 18 years old or older are required to pass a criminal background check.

Volunteers who are under age 18 are not required to submit to criminal background checks: instead, under 18 volunteers go through a separate interview process with the volunteer supervisor.

This policy does not apply to SBCPA, Granada Theatre employees, who are instead covered by the SBCPA Employee Criminal Background Check Policy

PROCEDURE:

All applicants to be volunteers, and volunteers (including existing volunteers from prior years), will be asked to sign a criminal background check and authorization form. The background check will be conducted by a background check contractor retained by SBCPA. Since processing time for criminal background checks can be long, SBCPA may allow individuals to provide volunteer services while the results of the criminal background check are pending, reserving the right to discontinue volunteer status if the results of the background check, when received, are disqualifying.

FREQENTLY ASKED QUESTIONS (FAQ)

What is a criminal background check?

A criminal background check involves examining the public records held by courts to determine if you have been convicted of any criminal offense.

Except under rare circumstances, a minor's record is typically sealed upon reaching age 18, so any convictions you may have received as a minor are unlikely to appear.

Criminal law is separate from civil law, including family law. If a conviction involves being prosecuted by the state, then it's criminal law, but lawsuits which are brought against you by another person or non-prosecuting authority, such as a landlord or employer, are civil. This means SBCPA will generally *not* be notified of any cases related to divorce, custody, tenancy, or

other civil cases (unless those cases led to a criminal conviction or a restraining order against you).

Is having a legal criminal history always a dealbreaker for volunteering?

No. Because criminal law covers a huge variety of behaviors ranging from non-violent to violent, and because the US legal system disproportionately impacts some demographics of people more than others, SBCPA does not disqualify every person who has a history of criminal convictions.

Every person and every situation will be evaluated individually.

What will SBCPA consider when evaluating my criminal conviction history?

When evaluating whether criminal convictions will disqualify the person from being a volunteer, the Company considers:

- The nature of the crime.
- Whether the conviction is for a felony or a misdemeanor.
- The number of convictions.
- Whether the crime involved violence, threats of violence, abuse, harm, or neglect towards another person of any age.
- Whether the crime involved dishonesty or theft.
- Whether the crime involved sexual misconduct.
- Whether the crime would negatively impact the Company's reputation or the perception by the public of SBCPA, the Granada Theatre's safety.
- The length of time since the conviction.
- Evidence of rehabilitation.
- Any statement submitted by the individual explaining or providing context to help the SBCPA understand all the circumstances surrounding the conviction.
- Any other relevant information.

For example, generally speaking a single conviction for driving under the influence, possession of small amounts of illegal drugs for personal use, or nonviolent disorderly conduct will not disqualify a person from being a volunteer at SBCPA, the Granada Theatre.

Can I appeal if I am deemed to be disqualified due to my criminal conviction history?

If the Granada Theatre decides your criminal history disqualifies you from being a volunteer, you may submit a written appeal to the Chief Executive Officer who will decide the appeal and whose decision will be final.

Do you need to be a US citizen or have documented immigration status?

No. A criminal background check *shouldn't* impact the status of someone who is undocumented.

Are criminal background checks transferable?

No. Unfortunately, if you've done a background check elsewhere, you can't transfer it to SBCPA. You will need to do a new background check with SBCPA.

Who will have access to your background check information?

The Company will keep criminal conviction history confidential. The only people at SBCPA, the Granada Theatre who will have access to criminal history information are the Volunteer Coordinator, the Human Resources Department staff and executive management.