

CITY OF SAN ANTONIO
ADMINISTRATIVE DIRECTIVE 4.55
CRIMINAL BACKGROUND CHECKS FOR VOLUNTEER PROCESSING
Notification and Disclosure for “Sensitive Position”

In accordance with Administrative Directive 4.55, Criminal Background Checks for Volunteer Processing, the City of San Antonio will conduct Criminal Background Checks as part of volunteer processing. Misdemeanor and Felony convictions will be assessed to include, but not limited to, violations of the Texas Penal Code (TPC); Department of Family & Protective Services (TDFPS); Texas Department of Public Safety (TXDPS); Texas Criminal Code (TCC); Texas Controlled Substance Act (TCSA); other related local, state, and federal legislations; and unsuccessful deferred adjudication revocations.

Notification and Disclosure

Volunteer positions have been identified by the City of San Antonio (COSA) as “Sensitive Positions” and have the potential for high risk if filled by individuals with certain criminal convictions. “Sensitive Positions” are positions that require working with or near children as well as the public; dealing with safety and requiring security clearance; and positions of trust.

- The City of San Antonio will conduct a CBC background investigation to obtain criminal conviction history. Based on these results, COSA will evaluate CBC results and determine eligibility, or ineligibility, for placement into a “Sensitive Position.”
- Falsification or omission of information on this form violates Administrative Directive 4.55, Criminal Background Checks for Volunteer Processing; and will end consideration of volunteer service.
- Answer all questions truthfully, factually, and completely. If you are unsure of completing required information, petition a formal request from the HR Employee Relation Business Partner for time (not to exceed 10 working days) to obtain the information.
- You must obtain a successful CBC Determination to be placed in a “Sensitive Position,” as a volunteer.

Personal Information (complete all sections)

Full Legal Name

Last_____ First_____ MI_____

Other Names Used - Aliases, Nicknames, Maiden Names, Names by Marriage

Last_____ First_____ MI_____

Date of Birth

Social Security Number

Sex

☐ F ☐ M

Driver’s License or ID number _____

State of Driver’s License or ID _____

Residential Information (include City, State, Zip Code)

Current Address

Prior Address if Less Than 5 Years

Prior Address if Less Than 5 Years

Prior Address if Less Than 5 Years

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Residential Information (include City, State, Zip Code) continued

List All Out of State Addresses in Past 10 Years

List All Countries You Have Lived in During the Past 10 Years

Conviction Disclosure

Have you ever been convicted of a Misdemeanor?	<input type="checkbox"/> YES	<input type="checkbox"/> NO
Have you ever been convicted of a Felony?	<input type="checkbox"/> YES	<input type="checkbox"/> NO
Have you ever served a period of deferred adjudication?	<input type="checkbox"/> YES	<input type="checkbox"/> NO
If you received deferred adjudication, was it terminated unsuccessfully?	<input type="checkbox"/> YES	<input type="checkbox"/> NO
Are you currently on deferred adjudication, deferred prosecution, or pre-trial diversion for any Misdemeanor or Felony conviction?	<input type="checkbox"/> YES	<input type="checkbox"/> NO
Do you have any pending criminal charges against you?	<input type="checkbox"/> YES	<input type="checkbox"/> NO

If you answered “Yes” to any of the above questions, provide additional information about each crime below:

Type of Crime	Misdemeanor or Felony?	Date of Conviction	City and State

If you answered “No” to any of the above questions, are you stating that you have “nothing to report”? ☐ YES

Read and initial each statement below:

_____	The information I have provided on this form is true, accurate, and complete.
_____	I understand that falsification or omission of information is grounds for refusal of participation as a volunteer.
_____	I understand that COSA will be conducting criminal history background checks.
_____	I understand that these reports will be used for volunteer purposes.
_____	I understand that this acknowledgement is in effect throughout my time as a volunteer with COSA.

Acknowledgement (read, date, and sign in agreement)

The information I have provided is true, accurate, and complete.

Signature _____ Date _____

VOLUNTEER COORDINATOR or HR ERBP

I have reviewed the volunteer form and everything appears to be completed correctly.

Signature Jason Hernandez Department San Antonio Pets Alive! Date _____

FOR HR USE ONLY

☐ Eligible to Volunteer ☐ Ineligible to Volunteer

Initials of HR staff that completed CBC _____ Date _____