

## **CITY OF SHELBY PARKS AND RECREATION DEPARTMENT**

### **Volunteer Screening Policy**

#### ***Description***

In order to preserve the safety and well-being of participants in its Youth Athletic programs and events, the Shelby Parks and Recreation Department has selected Southeastern Security Consultants, Inc. (SSCI) to conduct background checks on all volunteer coaches for youth athletic programs and certain other programs and events involving youth.

Volunteers will be required to sign an authorization form which will provide date of birth, Social Security Number, and current address, authorizing the Shelby Parks and Recreation Department to order an individual criminal background check. All authorization forms and results of screening must be received prior to the start of volunteer duties.

This policy will include all volunteers who wish to be named a coach that may, in the course of their volunteer service, have the opportunity to be alone with children during activities scheduled for Shelby Parks and Recreation sponsored youth athletic programs. Others with incidental contact with children will not be subject to provisions of this policy at this time, although the Shelby Parks and Recreation Department reserves the right to conduct random checks of all volunteers working programs/events involving children.

SSCI will conduct the background checks on volunteers. All information received as a result of the screening will be kept confidential and not disclosed to anyone outside the City of Shelby Organization. All authorization forms, records or reports shall be maintained in a confidential manner, and kept for a fixed period of time as set by the City's record retention policy.

If any disqualifying information is found that prevents an applicant from being accepted, Shelby Parks and Recreation Department will be responsible for notifying applicant of disqualification in a confidential manner. In the event the applicant feels a mistake has been reported in their criminal background check, it is the applicant's responsibility to contact the reporting agency (SSCI) and resolve any issues. Shelby Parks and Recreation and its employees are not responsible for errors or omissions that may be reported on background checks.

#### **Frequency of Background Investigations**

Background investigations will be conducted annually for all volunteer youth coaches and other volunteers for certain programs and events as deemed necessary. Only one background check is necessary per year regardless of the number of different sensitive positions a volunteer may fill during any year. The initial authorization release signed by

the volunteer applicant specifically states that the release shall remain in effect until revoked in writing.

## **Criteria for Exclusion**

### **Disqualifying Factors**

A person will be disqualified and prohibited from serving as a volunteer if the person has been found guilty of any of the following crimes or has pending charges as identified below:

(Guilty means that a person was found guilty following a trial, entered a guilty plea, entered a no contest plea accompanied by a court finding of guilty, regardless of whether there was an adjudication of guilt (conviction) or a withholding of guilt. This recommendation does not apply if criminal charges resulted in acquittal, Nolle Prose, or dismissal.)

### **DISQUALIFICATION BASED ON OFFENSE:**

#### **SEX OFFENSES**

**All Sex Offenses** – Regardless of the amount of time since offense.

*Examples include:* child molestation, rape, sexual assault, sexual battery, sodomy, prostitution, solicitation, indecent exposure, etc.

#### **FELONIES**

**All Felony Violence** – Regardless of the amount of time since offense.

*Examples include:* murder, manslaughter, aggravated assault, kidnapping, robbery, aggravated burglary, child endangerment etc.

**All Felony offenses other than violence or sex** within the past 10 years.

*Examples include:* drug offenses, theft, embezzlement, fraud, etc.

#### **MISDEMEANORS**

All misdemeanor violence involving a minor (unless the applicant was themselves a minor) – regardless of the amount of time since the offense.

All misdemeanor drug & alcohol offenses involving a minor (unless the applicant was themselves a minor) – regardless of the amount of time since the offense.

**All other misdemeanor violence** offenses within the past 7 years

*Examples include:* simple assault, battery, domestic violence, hit and run, etc.

**All misdemeanor drug & alcohol offenses** within the past 5 years or more than one offense in the past 10 years regardless of whether the offense involved a minor.

*Examples include:* driving under the influence, simple drug possession, drunk and disorderly, public intoxication, possession of drug paraphernalia, etc.

**Any other felony or misdemeanor** within the past 5 years that would be considered a potential danger to vulnerable populations.

**Any felony or misdemeanor** convictions for which individual accepted through plea bargaining or other legal action a lesser plea conviction than that original charge that involved any of the above listed offenses.

*Any felony or misdemeanor conviction or pending charges which involve a crime against a member of the vulnerable population or pending charges of felonies or misdemeanors as listed within this procedure.*

### **PENDING CASES**

Any applicant who has been charged with any of the disqualifying offenses will not be allowed to volunteer until disposition of the charge. A serving volunteer who has been charged with any of the disqualifying offenses will have their service suspended until disposition of the charge.

A volunteer must immediately inform the Shelby Parks and Recreation Department of any charge(s) that has been filed against the volunteer and which, if convicted, would cause them to be disqualified as a volunteer as stated in this policy. Failure to do so may result in further penalties including permanent disqualification.

The Background Check Process is an ongoing process and is subject to review and changes as determined necessary by the City of Shelby in administering its Volunteer Program.

