

# Charles City County Parks & Recreation



## Volunteer Background/Police Checks

A background screening will be required of all volunteer coaches prior to participation in any Parks and Recreation sponsored program. Youth coaches must undergo a screening bi-annually to verify their eligibility to coach in a program sponsored by the Department. The Department will provide two (2) screenings per sanctioned youth sport team (e.g. head coach and one assistant).

**PURPOSE:** To ensure the safety and well-being of children in youth sports, individuals with regular repetitive access or contact with children in our Parks and Recreation programs and activities must complete the screening process. We believe that volunteers are crucial to the delivery of youth, adult and senior programs and we desire to provide a safe environment for our participants. This policy meets the recommended criteria established by the National Recreation and Parks Administration for youth sport volunteers.

**CONFIDENTIALITY:** To protect the privacy of the volunteer, the screening process results will not be disclosed outside of the Human Resources and Parks and Recreation Departments, except on a “need to know” basis with other City agencies (i.e. City Attorney’s Office, Risk Management, County Administrator’s Office, Sherriff Department). Consent/Release forms will be kept in a secure location and available to only authorized personnel.

**DISQUALIFIERS:** If the volunteer has been found guilty or entered a plea of guilty or no contest, regardless of the adjudication, for any of the disqualifying offenses.

### ALL FELONY AND MISDEMEANOR SEX OFFENSES

- Regardless of the amount of time since offense.
  - Examples include: 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, etc.
- All Felony offenses, other than VIOLENCE or SEX, within the past ten (10) years of the date of application to be a volunteer.
  - Examples include: drug offenses, theft, embezzlement, fraud, child endangerment, etc.

### MISDEMEANORS

- All Misdemeanor Violence offenses within the past seven (7) years of the date of application to be a volunteer.
  - Examples include: simple assault, battery, domestic violence, hit and run, etc.
- All Misdemeanor Drug and Alcohol offenses within the past five (5) years or multiple offenses within ten (10) years of the date of application to be a volunteer.
  - Examples include: driving under the influence, simple drug possession, drunk and disorderly, public intoxication, possession of drug paraphernalia, etc.
- Any Other Misdemeanor within the past five (5) years that would be considered a potential danger to children or is directly related to the functions of that volunteer.
  - Examples include: contributing to the delinquency of a minor, providing alcohol to a minor, theft – if the person is handling money, etc.

~ PENDING CASES: Anyone who has been charged for any of the disqualifying offenses or for cases pending in court should not be permitted to volunteer until the official adjudication of the case.

**I hereby acknowledge awareness of the volunteer background check policy.**

**Volunteer Name:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Volunteer Signature:** \_\_\_\_\_

**Sport(s):** \_\_\_\_\_