

Monroe Parks & Recreation Department Background Screening Policy

I. Purpose of Screening

To provide a safe and enjoyable experience for all youth involved in our department's athletic programs.

- ◆ To make an unwelcome environment for volunteers who do not put the children first
- ◆ To keep people who have a history of inappropriate behavior or who are unfit to work with children out of the organization
- ◆ To select the "best" volunteers and staff for positions
- ◆ To clarify what the standards and expectations of the organization are in terms of child protection.

II. The Screening Process

Since youth sports organizations are responsible for the children in their programs, they must be aware of the potential risks and safeguards that must be taken to protect participants and the community in which the program operates.

Volunteers in youth sports are considered staff and should be recruited, screened, trained, supervised, and evaluated the same as would be done if the staff were paid. The law does not differentiate between paid vs. volunteer staff. Therefore, regardless of the position in a youth sports program, volunteers must be treated as though they were applying for a job. The time, energy, and costs invested in screening are much less than will be necessary if an incident of abuse or neglect occurs in the organization.

1. Consent/Release Form – each volunteer must sign and date a consent/release form to authorize a background investigation.

III. Who will be screened?

| All coaches and assistant coaches will be screened.

IV. Confidentiality

Any information obtained during the screening process will not be disclosed outside of the organization and will be shared within the organization only on "a need to know" basis. This policy will be made known to all prospective volunteers, and will also acknowledge that the organization might, in special circumstances, have a duty to disclose to third parties, including government agencies, certain types of information when the law requires that the information be disclosed.

V. Responsibilities of the Parks and Recreation Department

It will be the responsibility of the Parks and Recreation Department to carry out the following duties of the background screening process in a timely manner.

- ◆ Distribute, collect, and record all screening forms
- ◆ Send forms and payment to background screening company
- ◆ Inform officials' booking agent that coaches' badges are mandatory and are to be worn at all times during practices and games and that it is the responsibility of the officials to enforce this rule. If caught not enforcing the rule, a penalty of non-payment for the games where coaches are not wearing badges will be implemented.
- ◆ Notify any volunteer who is not approved
- ◆ Handle all technical assistance with background screening company
- ◆ Monitor and evaluate program and make necessary adjustments when needed
- ◆ Distribute volunteer credentials to coaches
- ◆ Enforce all policies as outlined in the Background Screening Manual

VI. List of Criteria for Exclusion

Volunteers shall not be eligible to participate in any capacity if the results of the background screening process show the person has been convicted of specific crimes in this or any other state.

Background Screening reports will be review by the Review Committee comprised of a representative from Monroe Police Dept., the City Attorney, the Park and Recreation Advisory Committee, and the Parks and Recreation Department. Specific Criteria is as follows:

Anyone convicted of the following is excluded from the program

- Any sexual crime, crime against nature, serious violent crime, and/or crime against children
- Controlled substance crime - Felony in previous 10 years; misdemeanor in last 5 years
- Alcohol related crime – 1 offense in last 2 years; 2 or more offenses in the last 10 years
- Assault and/or Battery crimes – 1 offense in last 5 years; more than 1 offense in the last 10 years
- Larceny, Theft, and/or Breaking and Entering- Felony in the last 5 years; misdemeanor in the last 2 years; more than 1 offense of either, excluded from program
- Any other criminal or civil history which, in the judgment of the Review Committee, is deemed necessary to protect the public

NOTES: A coach or assistant coach who does not pass the background screening **CANNOT** serve as a volunteer (concession worker, fundraisers, etc) in any capacity.

1. Charges/convictions not listed above are reviewed on a case by case basis
- ~~2.~~ Charges in which no conviction has been entered will be reviewed on a case by case basis by the Committee
- ~~2-3.~~ Traffic violations of less serious nature (speeding, moving violation, improper equipment, etc) are not reviewed
- ~~4.~~ Traffic violations of a more serious nature will be reviewed by the Committee
- ~~5.~~ The Background Screening Process is an ongoing process and subject to review and changes at any time
- ~~3-6.~~ All times referred to are from the date of conviction.

VII. Questions on Information

Any coach who disputes the results and would like to challenge them can do so by following these procedures:

1. Call the background screening company at 866-996-7412. They will then inform the volunteer of the information gathered and discuss it with them.
2. The committee will review all background checks and make recommendations. There is no appeal process to the committee.

The Monroe Parks & Recreation Department is committed to making the youth sports experience a safe and enjoyable one. Our department feels that through the implementation of the Background Screening process we will be able to provide the safest environment possible for the youth participating in our programs.

The Monroe Parks and Recreation Department would like to take this opportunity to thank all the volunteers that make our Youth Athletic programs possible. We appreciate your commitment to teach and mentor them as well as providing them with a positive role model.

**Monroe Parks & Recreation Dept.
Volunteer Background Check for Youth Sports
Consent / Release Form**

Sport _____

Check One **Coach** _____ **Assistant Coach** _____

Please print legible. Forms that are not filled out completely will be returned.

Applicant's Full Name _____

Date of Birth: _____

Social Security Number: _____

Applicant's Address _____

Street/Box/Apt #

City/State/Zip

Email address

Phone Number

Have you ever been adjudicated incompetent on the grounds of mental illness or have you ever been committed to any mental institution? Yes _____ No _____

Have you ever been charged or convicted of a misdemeanor or felony? Yes _____ No _____

If so, please list the charges, date, and state of residence at time of charge.

Charge _____ Date _____ State _____

Charge _____ Date _____ State _____

Charge _____ Date _____ State _____

Charge _____ Date _____ State _____

I, _____, authorize and give consent for the above named organization to obtain information regarding myself. This includes the following:

Employment records, employers references

Criminal background check / fingerprint

Automobile insurance check

Personal references

Criminal background records / information

Driver's license check

Training / experience

Addresses

I, the undersigned, authorize this information to be obtained either in writing or via telephone in connection with my volunteer application. Any person, firm, or organization providing information or records in accordance with this authorization is released from any and all claims of liability for compliance. Such information will be held in confidence in accordance with the organization's guidelines. I understand if I do not meet the minimum requirements, I will not be allowed to volunteer in any capacity in any Monroe Parks & Recreation Youth Sports Programs .

Print Name: _____

Date: _____

Signature: _____

Date: _____