

Dalton Parks and Recreation Background Screening Policy

Revised January 2019

1. In order to protect the youth of Dalton Parks and Recreation Department (DPRD) and to raise the standards of DPRD, it is the policy of DPRD that at any DPRD sanctioned game, practice or event, there must be at least 1 (one) adult present who has successfully completed a criminal background check. If there is not 1 (one) adult present who has completed a DPRD Background Check, the game, practice or event may be halted or postponed until such an adult is available.
2. A written authorization for allowing DPRD to order an individual criminal background check is required by DPRD and it is the responsibility of the candidate for the volunteer or coaching position, the "Applicant", to fill out the DPRD background check consent form and return it as follows; Consent forms must be returned two weeks prior to the event taking place. Failure to provide a background check consent form by the deadline may disqualify the applicant from consideration for their volunteer or coaching position.
3. The Athletic Manager shall administer all background screening procedures. The Sport Coordinator shall receive the completed background screening consent forms and is responsible for transmitting the forms to the reporting agency. The Athletic Manager shall receive and review all the results of the background screening reports from the agency

Applicants shall be disqualified from positions as a Head Coach, Assistant Coach or volunteer if they have *ever* been found guilty or entered a plea of guilty or nolo contendere, regardless of the adjudication, for any of the following:

- A. Any Felony conviction involving violence
- B. Any Felony conviction involving a minor
- C. Any Felony conviction involving a sexual offence

Should any pending charges described in "A" , "B" or "C" be uncovered, or should any charges be brought against an Applicant during the Coaches/volunteers season/activity, the Applicant shall be suspended from serving as a volunteer until such time as the charges have been cleared or dropped and he/she is reinstated by a majority vote of the Background Check Screening Committee.

In addition, Applicants shall be disqualified if they have been found guilty or entered a plea of guilty or nolo contendere, regardless of the adjudication, for any of the following within the past *seven (7) years*:

- D. Any Misdemeanor conviction involving violence
- E. Any Misdemeanor conviction involving a Minor
- F. Any Misdemeanor conviction involving a sexual offence
- G. Any Felony Conviction not listed under "A" , "B" or "C"

In addition, Applicants shall be disqualified if they have been found guilty or entered a plea of guilty or nolo contendere, regardless of the adjudication, for any of the following within the past *five (5) years*:

- H. Any crimes of moral turpitude or lack of integrity and/or character of an Applicant, as determined by the Background Check Committee
- I. More than one alcohol or drug related conviction

In addition, Applicants shall be disqualified if they have been found guilty or entered a plea of guilty or nolo contendere, regardless of the adjudication, for any of the following within the past *two (2) years*:

- J. Any conviction involving alcohol or drugs.-

4. The Athletic Manager shall notify the affected Applicant that a disqualifying entry was reported on the criminal background check and present the background report and FCRA (Fair Credit Reporting Act) letter to the Applicant. 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 and resolve any issues.
5. In the case of an Applicant requesting an appeal, the Applicant will have the opportunity to appear in front of the DPRD Background Appeals Committee consisting of the DPRD Director, Recreation Superintendent and the Recreation Commission Chairman. At this hearing the Applicant will have a chance to present any additional information. At the conclusion of the hearing the Committee will consider all new information and will render a decision regarding the Applicant.
6. All information in response to the criminal background check or disclosed in the review process shall be kept confidential and not disclosed or discussed outside of the review process. **DPRD** and its members are not responsible for errors or omissions that may be reported on background checks. The Background Check Committee of **DPRD** shall maintain all authorizations and records or reports in a confidential manner.
7. All background checks will expire one (1) year from the date of submission to the reporting agency. If the background check is set to expire during the commission of that sport, another background check must be completed.

An applicant who is sentenced as a "First Offender" and successfully completes the sentence will be qualified to coach at DPRD. "First Offender" convictions related to serious sexual or violent offences will NOT be considered as a qualified applicant. <http://www.gjp.org/programs/criminal-records/faqs/faqs-first-offender/>