



## PECULIAR PARKS AND RECREATION

### VOLUNTEER BACKGROUND CHECK POLICY

Location:

Cass County, Missouri,

Agency:

Peculiar Parks and Recreation Department

#### **I. STATEMENT OF NEED**

The Peculiar Parks and Recreation Board (“Board”) recognizes it is a necessity to establish certain guidelines wherein the Peculiar Parks & Recreation Department (“Department”) and any affiliated volunteer recreation associations can seek to protect our children and patrons by investigating the background of volunteers who will be coaching children involved in athletic programs or utilized in a supervisory role that has the potential of regular contact with participants and approved by the Parks and Recreation Department.

#### **II. AUTHORITY AND RESPONSIBILITY**

The Peculiar Park Board carries the primary responsibility to recommend policies to govern the operation and programs of the Parks and Recreation Department, assist in planning activities and events, and give guidance for expansion of parks and recreation facilities.

#### **III. STATEMENT OF PHILOSOPHY**

The philosophy of the Peculiar Parks and Recreation Board is that all children participating in organized programs and activities in the City of Peculiar can participate in a safe, fun environment. These types of programs and activities cannot be conducted without the involvement of community volunteers. A criminal history check serves as a means to review an individual’s background in respect to their volunteer participation with recreation activities. Knowing an individual’s criminal background can provide more certainty that people with a history of inappropriate behavior will not have access to the children and participants involved in our programs. Therefore, the objective of our background checks is to ensure the safety and well-being of participants and provide citizens with a peace of mind.

The Department shall serve as primary governing body for conducting criminal background checks and monitor all volunteers participating in organized activities authorized by the department.

The Peculiar Park Board shall support Department Staff authorizing the implementation of an aggressive and thorough criminal check procedure as mandated by Chapter 226 of the Peculiar Municipal Code.

#### **IV: General**

All volunteers who are directly responsible for the safety and well-being of participants involved in a Peculiar Parks and Recreation Department program, that will be directly supervising children participating in leagues and programs or be solely responsible for supervising City sponsored activities such as athletic practices in which no City staff representation is present will be subject to a background screening consisting of a sexual offender registry search and a criminal history search.

Volunteers that assist the Parks and Recreation Department on a one event basis or at events less than once a month do not have to be screened, however, these individuals must be under the supervision of a staff member at all times. For example, a volunteer assisting with registration for special event or annual community event would not need to be screened.

Volunteers will be screened on a bi-annual basis.

A) Screening Process:

1. Parks and Recreation Department staff members will distribute Authorization for Background Check Consent Forms to all volunteers. Information required includes name, social security number, date of birth, current physical address and signature. All forms must be completed by the volunteer and returned to the Department Staff.
2. The Department Staff will submit the background information to the SSCI: Southeastern Security Consultants, Inc. ([www.ssci2000.com](http://www.ssci2000.com)) to conduct the screening. SSCI will provide the City of Peculiar with a pass/fail report. If the results of the screening indicate that an individual has a record, the results of the screening will be forwarded to the Peculiar Police Department to decipher the level of severity of the crime(s) for the Parks and Recreation Department.
3. If any disqualifying offenses are reported in the background check as defined in Chapter 226 of the Peculiar Municipal Code or further defined herein, the Parks and Recreation Department staff will notify the volunteer that they are disqualified. It will be the responsibility of the Parks and Recreation Department staff to find another volunteer to take over the duties.

B) Confidentiality:

To protect the privacy of the volunteer, information provided for the background screen will be submitted to a third party screener, Southeast Security Consultants, Inc. (SSCI) for volunteers and/or the City of Peculiar's third party vendor if deemed necessary. Any information received during a volunteer's screening process will not be disclosed outside of the organization and will be shared within the organization only on a "need to know" basis. The consent/release form which includes personal data will be kept in a secure location and will only be accessed by authorized personnel. In special circumstances, The City of Peculiar Parks and Recreation Department has the duty to disclose to third parties, including government agencies, certain types of information when required by law.

C) Appeals Process:

1. If a volunteer's background check includes a disqualifying charge, the Parks and Recreation Department shall immediately relieve a volunteer of their duties. There will be no appeal of a decision to relieve a volunteer, if the volunteer's relevant criminal history is accurate; all decisions are final.
2. If a volunteer wishes to dispute the content of the background check, the volunteer must adhere to Chapter 226: Criminal Background Checks, section 226.030 (C) for appeals procedures.

D) Factors to Consider:

A conviction of a crime, other than a disqualifying crime, does not automatically preclude volunteer service, and individual circumstances will be considered. For crimes that do not fall into a disqualifying category, factors will be reviewed to determine if an individual can volunteer with the Department.

1. Type of offense-The type of criminal offense matters with regard to the level of risk the person poses to the volunteer service they will be performing.
2. Context of offense-The nature and severity of a crime, the number of convictions, progress since the crime occurred, cause and effect, etc., may impact whether an individual would be allowed to volunteer for the Department.
3. Time of offense-Specific information such as how long it has been since the conviction occurred may affect the decision of allowing an individual to volunteer.

E) Disqualifying Crimes:

If a volunteer (1) has been found guilty, pled guilty; or pled no contest, regardless of adjudication, (2) has a charge pending against him or her in which it is alleged that he or she has committed any of the following crimes, or (3) has a record of a conviction of an equivalent offense in another state, the person will be disqualified from volunteering for any position in any recreational program or activity approved by the Parks & Recreation Department.

- All Sex Offenses/Murder/Homicide – *Regardless of the amount of time since offense*
  - Examples of sex offenses include, but are not limited to: child molestation, rape, sexual assault, sexual battery, sodomy, prostitution, solicitation, indecent exposure, etc.

- All Felony Violence Offenses - *Regardless of the amount of time since offense*
  - Examples include, but are not limited to: manslaughter, aggravated assault, kidnapping, robbery, aggravated burglary, etc.
- All Felony offenses other than violence or sex within the past ten (10) years
  - Examples include, but are not limited to: drug offenses, theft, embezzlement, fraud, child endangerment, etc.
- All Misdemeanor Violence offenses within the past seven (7) years
  - Examples include, but are not limited to: simple assault, battery, domestic violence, hit and run, etc.
- All misdemeanor alcohol offenses within the past five (5) years
  - Examples include, but are not limited to: driving under the influence, drunk and disorderly, public intoxication, simple drug possession, 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 coach
  - Examples include, but are not limited to: contributing to the delinquency of a minor, providing alcohol to a minor, etc.

WHY THESE CRIMES? The National Recreation and Park Association (NRPA) has reviewed the resources of the National Association of Professional Background Screeners and sought the counsel of recognized background screening experts to develop a set of Recommended Guidelines for Volunteer Background Screening in park and recreation settings. These guidelines were produced as a result of this review.

**V: Flow of Paperwork and responsibilities of the Parks & Recreation Department**

- A. Distribute the consent/release forms to volunteers
- B. Collect all completed (legible) consent/release forms prior to registration deadline for specific sport applicant that would like to coach or beginning any volunteer opportunity
- C. Send forms or data to Background Screening Company
- D. Receive the screening results from the Background Screening Company
- E. Make appropriate notifications on any volunteer who is disqualified
- F. Provide the disqualified volunteer applicant with the following documents:
  - 1. Letter of disqualification
  - 2. Copy of actual screening report (results)

**VI: Attachments**

Peculiar Parks & Recreation Volunteer Coaches Application  
 Peculiar Parks & Recreation National Background Screening Consent Form

**VII: REVIEW**

The Background Screening Process is an ongoing process and is subject to review and changes at any time. These guidelines are based upon industry practices in private, public and non-profit areas and required by the Peculiar Municipal Code, Chapter 226: Criminal Background Checks

# PECULIAR

## parks & recreation



### Youth Sports Coaches Application:

#### INTERESTED IN COACHING A PECULIAR PARKS & RECREATION YOUTH SPORTS TEAM?

Our leagues are dependent on coaching volunteers like you. If you enjoy working with kids and want to teach kids about the fundamentals of sports, good sportsmanship, learning life lessons through athletics, and being a responsible person, please fill out the form below. Please write a short paragraph explaining what qualifies you to coach. (This can be as simple as "I enjoy teaching kids," and include a bit of information about you.) This note is just simply to get to know the potential coaches of our leagues. All Coaches selected will be required to complete a background check.

**Return this form with to:** Peculiar Parks & Recreation  
250 South Main Street  
Peculiar, MO 64078

Name \_\_\_\_\_ Email Address (preferred) \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ Zip \_\_\_\_\_

Home Phone \_\_\_\_\_ Work Phone \_\_\_\_\_ Cell Phone \_\_\_\_\_

Will you be coaching your own child? If yes, please list their name(s): \_\_\_\_\_

Have you coached youth sports before? (If no, this does not disqualify coaches from consideration)

Yes \_\_\_\_\_ No \_\_\_\_\_ If yes which \_\_\_\_\_

Coaching status (anticipated): Head or Assistant Number of years: \_\_\_\_\_

Have you ever taken a coach certification course? \_\_\_\_\_

If yes, what year and through what organization? \_\_\_\_\_

Coaches t-shirt size (one supplied per coach): Please circle

Adult Small Adult Medium Adult Large Adult X-Large Adult XX-Large Adult XXX-Large

What qualifies you to Coach? \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_ continue on back if needed...

Coaches Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Office Use: Rcpt #: \_\_\_\_\_ Date: \_\_\_\_\_ Initials: \_\_\_\_\_ Background complete \_\_\_\_\_



# Peculiar Parks & Recreation

## National Background Screening Consent Form

Applicant's Legal Name (printed) \_\_\_\_\_

Social Security Number \_\_\_\_\_ Date of Birth \_\_\_\_\_

Applicant's Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

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

- Local & National Criminal background records/information
- All 50 State Sex Offender Registries
- Full Address Trace
- Social Security Verification

I the undersigned, authorize this information to be obtained either in writing or via telephone in connection with my 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.

By signing this document, I am providing the above named Organization my consent for an initial background check as well as any subsequent background checks deemed necessary throughout the length of my volunteer assignment with this Organization.

Print Name: \_\_\_\_\_ Date: \_\_\_\_\_

Signature: \_\_\_\_\_

**SSCI – America's #1 Choice in Background Screening for Parks and Recreation**

Phone: 1-866-996-7412

Website: [www.sscizoo.com](http://www.sscizoo.com)

Fax: 1-866-996-1292