

Parks and Recreation Background Check Policy **Effective August 7, 2015**

Purpose: The intent of this policy is to protect the youth being served by volunteers and contracted staff in youth recreation programs offered by the City of Milton (“City”) and/or its partner volunteer organizations.

Policy: It is also the policy of the City that all individuals (18 and over) who work with or have any contact with youth under the age of 18, in the capacity of Coach, Volunteer, Instructor, or Counselor with any activity organized by or facilitated by the City and its partner volunteer organizations must successfully complete a Criminal Background Check and be approved or denied by the Director of Parks and Recreation and/or his/her designee.

It is also the policy of the City of Milton that all individuals (18 and over) who work with or have any contact with youth under the age of 18, in the capacity of Coach, Volunteer, Instructor or Counselor with any activity organized by or facilitated by the City and its partner volunteer organizations must successfully complete a City accepted training course on the responsibilities of the adult to identify and report suspected child abuse. This is a one-time certification and proof of completion must be submitted to the Director of Parks and Recreation.

Procedures:

In order to ensure the safety and well-being of program participants, all youth recreation programs and/or partner volunteer organizations (“Associations”) must ensure that a Criminal Background Check is performed before any volunteer or contracted staff member, aged 18 years or above, is allowed to work with any youth under the age of 18. The Association shall have a background check performed on all prospective volunteers or staff members. By submitting for the background check, the prospective volunteer or staff member shall consent to the Criminal Background Check, approve distribution of the results to the City, and indemnify the City for its use of the Criminal Background Check results in its decisions related to approval or disapproval of such individual for work with youth under age 18. All background checks will be paid for by the Association and conducted by an agency approved in writing by the City. To be approved, the agency must provide a Criminal Background Check that includes at least the following minimum searches:

- Social Security Number Verification and Address History
- National Criminal Database Search
- National Sex Offender Search
- Re-verification of criminal records
- Alias Names



A list of agencies approved to provide Criminal Background Checks pursuant to this policy is on file with the Director of Parks and Recreation. This list may be updated from time to time as agencies demonstrate their ability to meet the requirements described herein. The results of any and all Criminal Background Checks must be provided directly from the approved agency to the City for review and approval by the Director of Parks and Recreation. All information gathered in the Criminal Background Check will be kept confidential, except as required by law. Any individual not approved by the City may not serve as a volunteer or contracted staff member working with youth under the age of 18.

Disqualification: No individual shall be eligible to serve as a volunteer/instructor if the background check reveals a criminal record for the offenses listed below. For the purposes of this policy, a “criminal record” shall mean with respect to any of the offenses, a plea of guilty or nolo contendere, a conviction, or placement in a pre-trial diversion program. No individual who has charges pending for any of the offenses shall be eligible to serve as a volunteer until the charges have been favorably resolved. The screened offenses are as follows:

1. any crimes against children, including but not limited to contributing to the delinquency of a minor, or providing alcohol to someone underage;
2. any sexual offenses;
3. any offenses involving misdemeanor drugs within 5 years or felony drugs within 10 years and/or being on probation or parole for any drug offense;
4. any 3rd offense of DUI;
5. any weapons violation
6. assault, battery or any other crime of violence
7. any offense involving lewd conduct

The above is intended to be illustrative and is not inclusive of all offenses that could be included in these criteria.

Approval: Any individual whose records fail to reveal a criminal record or a pending charge shall be approved, unless denied based on some other policy of the City. Approval shall be valid for a period of not to exceed twelve (12) months. Individuals who successfully pass the City’s background check are not guaranteed a volunteer or instructor position with City or partner organizations. The background check is just one step in the process.

Appeal: An individual disqualified by the Director of Parks and Recreation may ask for an appeal. In order to proceed with an appeal the disqualified applicant must obtain a letter of support from the entity he or she wishes to volunteer/instruct with, which specifically vouches for the applicant’s character and the organizations support of the applicant being approved. The applicant must also submit a letter explaining the circumstances around his/her criminal background.

Once the support letter is received and the explanation letter written, the applicant may submit both letters to the Director of Parks and Recreation and request an appeal. The applicant may be requested to provide further documentation and/or to have an interview with the Chief of Police.

After this appeal to the Chief, the Chief's decision will be final. The Chief will note why the denial was upheld or overturned to an approval. Applicants may reapply once they believe their background meets the above criteria. This and all subsequent applications may incur a fee.


Director of Parks & Recreation


Chief of Police

Dated: 2/2/17