

**ROCKY MOUNT PARKS AND RECREATION DEPARTMENT
ATHLETIC DIVISION**

Volunteer Coach Background Screening Policy

Description

In order to preserve the safety and well-being of participants in its Youth Athletic programs, the Rocky Mount Parks and Recreation Department has selected Southeastern Security Consultants, Inc. (SSCI) to conduct background checks on all volunteers for youth athletic Team Managers (“head coaches”).

Volunteers will be required to sign an authorization form which will provide date of birth, Social Security Number, and current address, authorizing the Rocky Mount Parks and Recreation Department to order an individual criminal background check. All authorization forms and results of screening must be received prior to the start of volunteer duties.

This policy will include all volunteers who wish to be named coach that may, in the course of their volunteer service, have the opportunity to be alone with children during activities scheduled for Rocky Mount Parks and Recreation youth athletic programs. Others with incidental contact with children will not be subject to provisions of this policy at this time, although the Rocky Mount Parks and Recreation Department reserves the right to conduct random checks of volunteers periodically.

SSCI will conduct the background checks on volunteers. All information received as a result of the screening will be kept confidential and not disclosed to anyone outside the Rocky Mount Parks and Recreation Department. All authorization forms, records or reports shall be maintained in a confidential manner, and kept for a fixed period of time as set by the City’s record retention policy.

If any disqualifying information is found that prevents an applicant from being accepted, the Athletic Coordinator will be responsible for notifying applicant of disqualification in a confidential manner. 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 (SSCI) and resolve any issues. Rocky Mount Parks and Recreation and its employees are not responsible for errors or omissions that may be reported on background checks.

Standards

Applicants shall be disqualified from consideration for Team Manager (“head coach”) if applicant has ever been found guilty or entered a plea of guilty, *nolo contendere* (no contest), or *Alford Pleas*, 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 offense

Should any pending charges described in “A”, “B” or “C” be discovered, or should any charges be brought against an Applicant during the season, 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 Rocky Mount Parks and Recreation..

In addition, Applicants shall be disqualified if they have been found guilty or entered a plea of , *nolo contendere* (no contest), or *Alford Pleas*, 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 offense
- G. Any Felony Conviction not listed under “A” , “B” or “C”

*The Rocky Mount Parks and Recreation Department reserves the right to review “White Collar” felony/misdemeanor convictions on a case by case basis.

In addition, Applicants shall be disqualified if they have been found guilty or entered a plea of guilty, *nolo contendere* (no contest), or *Alford Pleas*, regardless of the adjudication, for any of the following within the past five (5) years:

- H. 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, *nolo contendere* (no contest), or *Alford Pleas*, regardless of the adjudication, for any of the following within the past two (2) years:

- I. Any conviction involving illegal drugs or other controlled substances.

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