Castle Rock Parks and Recreation Department
Volunteering Background Screening Policy

Purpose:
It is the intent of this policy to establish certain guidelines wherein the Castle Rock Parks and Recreation Department can seek to protect children and patrons involved in our programs by investigating the background of volunteers who have the potential of regular contact with participants.

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 individuals 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.

Policy:
All volunteers who are directly responsible for the safety and well being of participants involved in a Castle Rock Parks and Recreation Department program on a regular basis 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. These individuals will be under the supervision of a staff member. For example, a volunteer assisting with registration for Tri the Rock would not need to be screened.)

Screening Process:

1. Parks and Recreation Department staff members will distribute Authorization for Background Check Consent Forms to all volunteers. Information required includes name, driver's license number and state issued, date of birth, phone number and signature. All forms must be completed by the volunteer and returned to the Program Supervisor.

2. The Program Supervisor will submit the background information to the Protect Youth Sports (www.protectyouthsports.com) to conduct the screening. If the results of the screening indicate that an individual has a record, the results of the screening will be forwarded to the Castle Rock 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, 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.

Disqualifying Crimes:
No individual shall be permitted to volunteer for the Castle Rock Parks and Recreation Department if the results of the background check show that the person has ever been convicted of or has a charge pending against them in which it is alleged that they have committed a crime that falls under one of the following categories. Examples of crimes under each category are not exclusive.

a. **All Felony Offenses**-kidnapping, aggravated burglary, carjacking, arson, drug related crimes, etc.
b. **All Sex Offenses**-child molestation, sexual assault, rape, sexual battery, indecent exposure, child exploitation, etc.
c. **All Violence Offenses**-murder, manslaughter, aggravated assault, robbery, an offense involving a weapon, etc.

Confidentiality:
To help ensure confidentiality, the Parks and Recreation Department staff will not be informed of the specifics resulting from a criminal background check. The criminal background checks will be maintained and secured as confidential records.

Appeals Process:
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 volunteers relevant criminal history is accurate; all decisions are final.

If a volunteer wishes to dispute the content of the background check, the volunteer needs to contact Protect Youth Sports (www.protectyouthsports.com) to obtain a copy of the report. The volunteer is responsible for providing any and all documentation to support his or her claim.

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.

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.

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.

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.

Based on an individual's background screening results, the Programs Manager, Programs

Supervisor, and a representative from the police department will determine whether an individual can volunteer based on the aforementioned factors to consider. All cases will be decided keeping the safety of the public as a top priority.