



POLICIES AND PROCEDURES FOR

RINCON PARKS AND RECREATION

CRIMINAL BACKGROUND CHECK

(adopted 02/12/2024)

INTRODUCTION

Criminal conduct among youth sports volunteers has become widely publicized in the media. While the conduct is not new, it has been brought to light more by the media and public scrutiny along with increased public awareness.

Nationwide we are seeing a direct effort by youth agencies to raise the standards of expectations in coaching. It is highly recommended to conduct criminal background checks on all volunteers that deal with children. The City of Rincon is part of that effort to make sure we put forth every effort to keep our kids safe. This policy places a sound reliable system to check the criminal background of coaches and volunteers who wish to help our children with recreation activities.

This manual will cover the screening process by outlining who will need to be checked, how they will be checked, and when they will be checked. This manual will cover as many areas and details as possible, but The City of Rincon reserves the right to rule on any areas not covered in the manual.

ORGANIZATION

The City of Rincon PD will handle all criminal history background screenings through the Georgia Crime Information Center (GCIC) for the recreation department.

FORMS / SECURITY

All potential volunteer/coaches must complete and return a City of Rincon Police Consent Form. This form can be found on our website. It may be emailed to sloper@rinconga.gov or turned in at the Rincon Recreation Department. The address is 1004 Lexington Avenue, Rincon, GA 31326. Should there be any findings, the Police Department will consult with the Review Committee regarding each specific candidate, which may include consultation with the affected applicant. This committee will consist of the Recreation Director, HR Administrator, and Chief of Police. This committee will help ensure reliability, help with decisions making on matters which may come up in the screening process, and ensure that the fewest number of people possible have access to these records. The reports will only be good for each sports season and only the members of the review committee will have access. Once the report is no longer needed it will be properly shredded.

WHO NEEDS TO BE CHECKED

The City of Rincon stipulates that prior to participating as a coach, volunteer, or official in our programs, each individual must submit a “consent to criminal background check” form. All assistants to coaches and volunteers must submit a form as well. Once you have been cleared to participate, we expect you to fully fulfill your duties as outlined in our volunteer manual.

HOW OFTEN DO WE SCREEN

All volunteers and coaches will be required to submit to the background check process each season for which they wish to coach. This is to be completed prior to coaching any practices or games. There are no exceptions to this process.

HOW WILL CHECKS BE PERFORMED

Upon receipt of the forms, at a minimum the Rincon Police Department shall initiate a criminal history check through the Georgia Crime Information Center (GCIC) but any volunteer may submit other agency background checks for consideration in conjunction, but not in lieu of, with GCIC report. The following will be verified:

- Verify social security number;
- Previous addresses;
- Verify sexual offender list; and
- Verify any other criminal offenses.

Once all of this is complete a report will be submitted to the Parks and Recreation Director of those that all cleared to volunteer. Upon receipt of anything other than clear findings, the Review Committee (“Committee”) shall issue a decision (by majority vote) approving or denying the volunteer application while considering, but not solely limited to, the following factors:

- The findings of the background check (disqualifying offenses);
- The coaching experience or training of the applicant;
- Applicable law, including state law and City ordinances and regulations;
- Pending charges for any of the disqualifying offenses;
- Any other factor or consideration which in the discretion of the committee affects or relates to the safety of the community.

The Committee shall notify the City Manager in writing of any denied application and justification for denial.

DISQUALIFIERS

The following offenses will be grounds for immediate dismissal from consideration for participating as a volunteer for any recreation activities:

- All Sex Offenses – Regardless of the amount of time since offense.
Examples: child molestation, rape, sexual assault, sexual battery, sodomy, prostitution, solicitation, indecent exposure, etc.
- All Felony Violence – Regardless of the amount of time since offense.
Examples: murder, criminal attempts at murder, manslaughter, aggravated assault, kidnapping, robbery, aggravated Burglary, etc.
- All Felony offenses other than violence or sex within the past 10 years.
Examples: drug offenses, theft, embezzlement, fraud, child endangerment, etc
- All misdemeanor violence offenses within the past 7 years or multiple offenses in the past 10 years or offenses involving family violence within the past 10 years.
Examples: simple assault, battery, domestic violence, hit & run, etc.
- All misdemeanor drug & alcohol offenses within the past 5 years or multiple offenses in the past 10 years.
Examples: driving under the influence, simple drug possession, drunk and disorderly, public intoxication, possession of drug paraphernalia, etc.
- Any other misdemeanor within the past 5 years that would be considered a potential danger to children or is directly related to the functions of that volunteer.
Examples: contributing to the delinquency of a minor, providing alcohol to a minor, theft if person is handling monies, etc.
- Any offenses involving cruelty to children or aggravated battery on minors regardless of time since occurrence of offense.

Appeals

The decision may be appealed in writing by the denied applicant within thirty days of receipt of the Committee's decision to the City Manager, whose decision on the matter is final and may not be appealed further. If the applicant wishes to appeal the report, the appeal must be made to the reporting agency. The reporting agency will need proof that the report is in error and if so proven, the applicant will need to receive a written addendum or modification to the report. If the addendum or modification shows the applicant is then within the guidelines to volunteer, the committee will then re-review the report.