

ARTICLE E – COACH, VOLUNTEER, CONTRACTOR CERTIFICATION & BACKGROUND CHECKS

All part-time and fulltime employees, coaches, assistant coaches, team moms, contract instructors, museum docents, department-approved photographers and volunteers that have direct or in-direct contact with patrons must submit to background checks for criminal histories on an annual basis. These checks will be completed by the Villa Rica Police Department. Failure to agree to said background check will result in dismissal as a volunteer, employee or Contractor.

Criteria for Exclusion:

A person shall be disqualified and prohibited from serving as a volunteer if the person has been found guilty of the following crimes: Guilty means that a person was found guilty following a trial, entered a guilty plea, entered a no contest plea accompanied by a court finding of guilty, regardless of whether there was an adjudication of guilt (conviction) or a withholding of guilt. This does not apply if criminal charges resulted in acquittal, Nolle Prose, or dismissal.

SEX OFFENSES

- **All Sex Offenses** – Regardless of the amount of time since the offense.
 - Examples include: *child molestation, rape, sexual assault, sexual battery, sodomy, prostitution, solicitation, indecent exposure, etc.*

FELONIES

- **All Felony Violence** - Regardless of the amount of time since the offense.
 - Examples include: *murder, manslaughter, aggravated assault, kidnapping, robbery, aggravated burglary, etc*
- **All Felony Offenses** other than violence other than **violence** or **sex** related felonies within the past 10 years.
 - Examples include: *drug offenses, theft, embezzlement, fraud, child endangerment, etc*

MISDEMEANORS

- **All Misdemeanor Violence** offenses within the past 7 years.
 - Examples include: *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 include: *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 department patrons or is directly related to the function of that volunteer.
 - Examples include: *contributing to the delinquency of a minor, providing alcohol to a minor, theft – if person is handling monies, etc.*

PENDING CASES

- Anyone who has been charged for any of the disqualifying offenses or for cases pending in court is not permitted to volunteer until the official adjudication of the case.

The determination of whether an applicant is cleared to participate, based on the results of the background check is with the Director of Parks and Recreation whose decision is final. Each infraction is considered on a case-by-case basis and the Director has the authority to consider factors including the elapsed time since the crime, service to the Department, etc. The Director, at his/her discretion may require the applicant to come in for an interview to determine their ability to participate.

SECTION XVI – PROTECTION OF PRIVACY POLICY STATEMENT

The Villa Rica Parks and Recreation Department is committed to protecting your privacy. This Statement of Privacy applies to the department and governs data collection and usage.

The Villa Rica Parks and Recreation collects personally identifiable information, such as your name, e-mail address, social security number, home or work address or telephone number. The department also collects anonymous demographic information, which is not unique to you, such as your ZIP code, age, gender, preferences, interests and favorites. This information is used by department for the operation of the service, to maintain quality of the service, protect the patrons enrolled in the services provided through the department, separate teams by age group and to provide general statistics regarding use of the parks and programs.

The Villa Rica Parks and Recreation does not sell, rent or lease its customer lists to third parties. The department does not use or disclose sensitive personal information, such as race, religion, political affiliations or criminal background, without your explicit consent.

The Villa Rica Parks and Recreation secures your personal information from unauthorized access, use or disclosure. When personal information (such as a credit card number) is transmitted, it is protected through the use of encryption.

In the case of criminal backgrounds, only those staff persons with the department directly involved in the decision making process as to the fitness of a volunteer, based on standards in this manual have access to this information and are privy to the decisions made.

If you would like to volunteer, please fill out this form and return to Kimberly Stovall at 1605 Highway 61, Villa Rica, GA 30180 (Villa Rica Civic Center & Sports Complex).

**Georgia Bureau of Investigation
Georgia Crime Information Center**

Consent Form

I hereby authorize Villa Rica Police Department to receive any Georgia criminal history record information pertaining to me which may be in the files of any state or local criminal justice agency in Georgia.

Full Name (print)

Address

Sex

Race

Date of Birth

Social Security Number

Signature

Date

Special employment provisions (check if applicable)

- Employment with mentally disabled (Purpose code "M")
- Employment with elder care (Purpose code "N")
- Employment with children (Purpose code "W")

One of the following must be checked:

- This authorization is valid for 90/180/___ (circle one) days from date of signature.
- I, _____, give consent to the above named to perform periodic criminal history background checks for the duration of my employment with this company.