



**Pinson Parks & Recreation
Volunteer Background Screening Policy
Adopted 5/18/2021.**

PURPOSE

It is the intent of this policy to establish certain guidelines wherein the Pinson Parks & Recreation Board (hereinafter referred to as "PPRB") and its affiliated athletic boards can seek to protect our program participants by investigating the background of coaches and volunteers (hereinafter referred to as "candidates") who will be involved in PPRB approved programs.

GENERAL

A. Criminal background screenings are conducted by an outside third party who specializes in such work.

B. Any person who has been found guilty, pled guilty; or pled no contest, regardless of adjudication, or has a pending charge pertaining to, any of the offenses deemed disqualifying listed in this policy will be reviewed by the Mayor and his designees, before serving as a coaching and/or volunteer positions with PPRB. PPRB also reserves the right to disqualify a person for any crime that would be considered a potential risk to children and/or vulnerable populations. A candidate who willfully fails to comply with this background screening policy shall be automatically disqualified.

C. This policy will apply to all PPRB, coaches and volunteers. Both head and assistant, coaches participating in sanctioned PPRB athletic leagues. If an athletic board already conducts background screenings on their coaches and volunteers these screenings will be accepted. If there is any doubt as to who should be screened, the general rule is anyone who would potentially have unsupervised access to children in a PPRB approved program. Each coach/volunteer will be screened every 24 months for as long as he or she continues participating in PPRB programming.

The criminal background screening is mandatory, there are no exceptions.

SCREENING PROCESS

All candidates must sign a Release for Criminal History which gives PPRB the right to check criminal history records and verify social security numbers. This release and screening is executed directly, through www.protectyouthsports.com, and the secure URL at which candidates can execute their PPRB background check is: <https://opportunities.averity.com/CtyofPinsonPR>

The cost associated with these background screenings will be paid for by PPRB.

No other personal information (e.g., work history, financial, credit, etc.) is checked or researched. The company executing background checks has agreed to such terms contractually and confirms such direction annually.

The third-party contractor conducting the checks will submit the background check results to the Pinson Director of Public Safety or his designee. All information pertaining to the background check will remain with the City of Pinson, subject to the applicable laws requiring disclosure.

If the Pinson Director of Public Safety and the Mayor of the City of Pinson deem a candidate unqualified to participate, The Public Safety Director shall notify the Pinson Director of Parks and Recreations and they shall notify the candidate that he or she is disqualified for their desired position. Upon request, the candidate will receive a copy of the background check from the Pinson Director of Public Safety.

CONFIDENTIALITY

To help ensure confidentiality, No one other than the Pinson Director of Public Safety and The Mayor of the City of Pinson will be notified of a Coach's criminal history. The criminal background reports shall be kept in a secure location by the Pinson Director of Public Safety for a period as required by applicable law.

APPEALS PROCESS

If a candidate's background check includes a charge deemed disqualifying, PPRB shall immediately disqualify a person from their position. There shall be no appeal of a decision to disqualify a candidate, if the candidate's relevant criminal history is accurate; all decisions are final.

If a candidate wishes to dispute the content of the profile report, the candidate shall contact the third party responsible for conducting the background check by calling the telephone number listed on the report.

The candidate is responsible for providing any or all documentation to support his or her claim.

DISQUALIFYING CRIMES

If a candidate (1) has been convicted of, (2) has a charge pending against him or her in which it is alleged that he or she has committed, or (3) has a record of a conviction of an equivalent offense in another state, the candidate can be disqualified from the position with any program approved by PPRB.