

PARKS AND RECREATION DIVISION POLICY	
SUBJECT	Volunteer Criminal Background Screening Policy
POLICY NUMBER	
ORIGINAL EFFECTIVE DATE	March 31, 2003
REVISION DATE	August 22, 2012; September 30, 2014; September 15, 2016; April 29, 2019; January 1, 2020
HISTORICAL REFERENCE	

Purpose - The purpose of this policy is to establish authority and procedure for collecting criminal background information on all volunteers who provide services for programs sponsored by York County Parks and Recreation (P&R).

Procedure – A P&R “Volunteer Application Form” shall be required for all volunteers who provide services for P&R programs.

In addition, it is the responsibility of each P&R program volunteer applicant to complete an online form directly with P&R’s contracted security firm, National Center for Safety Initiatives (NCSI). A link will be given applicants, which will enable the prospective volunteer to provide NCSI with all pertinent information required to conduct the necessary background check. Once completed, NCSI will provide the background check report securely online for P&R access, review, and final approval by the Parks and Recreation Manager and/or the Recreation Supervisor IIs.

If there are any infractions reported on the background profile report, the Recreation Supervisor II and/or Parks and Recreation Manager shall determine if an individual does not meet the minimum standards for working with P&R programs. The following criteria will be used as a guide:

Individual applicants shall be disqualified and prohibited from volunteering if the person has been found guilty of the following crimes and specified incidences and time frames:

NOTE: For the purposes of this policy, “Guilty” means that a person has either been found guilty following a trial, or entered a guilty plea, or 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.

Note for Items A, B, and C below: If a volunteer applicant or current volunteer is charged with any disqualifying offense, or has a pending disqualifying offense, they shall immediately be disqualified from consideration (or suspended if currently volunteering). They shall be prohibited from volunteering unless and until the official adjudication of the case results in either acquittal, Nolle Prose, or dismissal.

A. SEX OFFENSES

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

B. FELONIES

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

C. MISDEMEANORS

- **All Misdemeanor Violence Offenses** – *Within the past 7 years.*
Examples include: simple assault, battery, domestic violence, hit & run, etc.
- **All Misdemeanor Drug Offenses** – *Within the past 5 years or multiple offenses in the past 7 years.*
Examples include: simple drug possession, possession of drug paraphernalia, etc.
- **All Misdemeanor Alcohol Offenses** – *Two or more offenses within the past 7 years.*
Examples include: driving under the influence, drunk and disorderly, public intoxication, etc.
- **Any Other Misdemeanor Offenses** – *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 include: contributing to the delinquency of a minor, providing alcohol to a minor, theft – if person is handling monies, etc.

NOTE: Any felony, misdemeanor offence, **pending charge(s), or nature and incidence of offences/charges** that may negatively impact the reputation or standards of York County, including crimes that would reflect on one's character and/or integrity, may disqualify the individual from volunteering with P&R. Depending on the charges and/or particular volunteer position, the Parks and Recreation Manager may enforce a stricter standard for applicant approval.

In all of the above categories (A-C), the Parks and Recreation Manager or designated Recreation Supervisor II shall notify the affected volunteer that a disqualifying entry was reported on the profile report and notify them that their name has been withdrawn from consideration for the volunteer position (or that they are immediately suspended from currently volunteering). In the event the applicant feels a mistake has been reported in their profile report, it is the **applicant's responsibility** to contact the vendor and resolve any issues.

York County P&R requires volunteers to have a criminal background check every year.

Again, all information obtained by York County Parks and Recreation in response to conducting criminal background checks and all information on the profile report or disclosed in the review process shall be kept confidential. York County Parks and Recreation will not be responsible for errors or omissions that may be reported on the profile report. The P&R division shall maintain all volunteer profile reports, authorizations forms, and records in a confidential manner.