

**FORSYTH COUNTY PARKS AND RECREATION DEPARTMENT
ATHLETIC SECTION
BACKGROUND CHECK POLICY AND PROCEDURE**

OBJECTIVE: Attempt to provide/ensure a safe environment for all children that participate in the Forsyth County Parks and Recreation Department's Athletic programs.

- I. All volunteer/applicants will be required to sign a Background Consent Form prior to participation. All "first time" volunteer/applicants criminal background will be reviewed. Once a volunteer/applicant is approved, he/she will be required to submit to a background check every three years.
- II. All results of the background checks will include but not be limited to printouts from the Forsyth County Sheriff's Department, Georgia Crime Information Center, and the National Crime information Center and will be maintained in the custody and control of the FCPRD's Athletic Section.
- III. All records will remain the property of the FCPRD and will be held in confidence. No portion of the documents will be disseminated in any way, except for the FCPRD's Athletic Staff and Advisory Board to determine the eligibility and suitability of a volunteer/applicant.
- IV. The FCPRD's Athletic Staff will review the results of all background checks and shall determine the volunteer's/applicant's eligibility and suitability to participate in the Athletic programs after due consideration of the following factors: (the Athletic Staff reserves the right to seek input from the Advisory Board)
 - A. If an applicant has been convicted or is currently charged with:
 1. Battery, Simple Battery, or Aggravated Battery.
 2. Battery, Simple Battery, or Aggravated Battery to a minor.
 3. Cruelty to children.
 4. Contributing to the delinquency of a minor.
 5. Any sexual offense.
 6. Violations of any Controlled Substance Act.
 7. Alcohol related violations.
 8. Wrongful death, Manslaughter, Murder, or Felony Murder.
 9. Criminal attempt to commit any of the above listed offenses.
 10. Any other crime that bears upon the applicant's fitness to have responsibility for the safety and well being of children.
 - B. If the volunteer/applicant has been convicted or is currently charged with any crime the FCPRD's Athletic Staff will consider:
 1. The date/age of each conviction or charge.
 2. The disposition of each conviction, arrest, and/or charge as shown on a NCIC or GCIC printout which has been provided by the Forsyth County Sheriff's Department.
 3. The number and frequency of each conviction, arrest or charge.
 4. If an applicant has any prior criminal history, the FCPRD Athletic Staff will determine if the history bears upon the applicant's eligibility and suitability to have unsupervised access to children participating in the FCPRD Athletic Programs.
- V. After having considered the factors set out in Paragraph IV of this policy, the FCPRD's Athletic Staff may in their sole discretion:
 - A. Allow a volunteer/applicant to participate in FCPRD Athletic programs despite previous conviction(s) or charges outlined in paragraph IV subsection A.
 - B. Disqualify a volunteer/applicant from participating in FCPRD Athletic programs due to the findings outlined in paragraph 4 subsection A.
- VI. All persons whose applications have been denied shall have the right, within 10 days of being denied, to review the printout(s) of their background records that form the basis of their denial. All written request for these records must be sent first class U.S. Mail, with a self addresses stamped envelope and return receipt requested.
- VII. As part of the appeal process, the applicant shall have the right to:
 1. Obtain a copy any background check report.
 2. Challenge the accuracy and completeness of any information contained in the report.
 3. Request a hearing before the FCPRD and its Advisory Board for a request of reconsideration.