

WALKERTON PARK DEPARTMENT VOLUNTEER CRIMINAL HISTORY CHECK PROGRAM

PURPOSE

The Town of Walkerton recognizes the importance of providing quality service to the community by offering a wide variety of facilities and programs. Volunteers are integral to the provision of safe, fun and enjoyable activities for the community. Due to the high level of direct public contact with program participants, the Park Department will complete mandatory criminal history checks on all volunteers annually.

A criminal history check serves as a means to review an individual's background prior to their participation with park activities. While no screening process can achieve absolute assurances, knowing an individual's criminal background can provide greater certainty that an individual with a documented history of inappropriate behavior will not be allowed employment.

PERSONS REQUIRED TO UNDERGO A CRIMINAL HISTORY CHECK

1. All volunteers, 18 years and older, in Park Department programs and leagues must have a background check.
2. All criminal history checks for volunteers will be completed prior to the start of practices.
3. Under no circumstances is an individual authorized to participate in any youth program or activity in any capacity prior to the completion of his or her criminal history records check.

CONFIDENTIALITY

All records will remain the property of The Walkerton Park Department and will be held in confidence. No portion of the documents will be disseminated in any way, except for The Park Department Board for review to determine the eligibility and suitability of an applicant.

VOLUNTEER DISCLOSURE RESPONSIBILITY

Any volunteer determined eligible to participate in Park Programs who is subsequently arrested, charged, committed and/or found guilty of any disqualifying offense (as defined below) shall notify the Walkerton Park Department within 48 hours. The volunteer shall be immediately removed from the position until the official adjudication of the case is reviewed by the Park Department. Failure to notify the Department immediately shall result in the volunteer being permanently disqualified for participation in youth programs.

CRITERIA FOR EXCLUSION

A volunteer will be disqualified and prohibited from serving as an 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 recommendation does not apply if criminal charges resulted in acquittal, Nolle Prose, or dismissal.

DISQUALIFYING OFFENSES

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.*

VIOLENT FELONIES OFFENSES

- 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.*

VIOLENT MISDEMEANOR OFFENSES

- 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 is directly related to the functions of that volunteer.
 - Example 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 will not be permitted employment until the official adjudication of the case. The Background Screening Process is an ongoing process and should be subject to review and changes at any time.

DETERMINATION OF ELIGIBILITY

Upon finding a criminal record that may result in an ineligible determination, the Park Department will contact the volunteer to make certain all information provided is accurate. If a volunteer’s background check includes a charge set forth on the list of disqualifiers above, The Park Department shall immediately disqualify that individual from employment. The Park Department will contact the individual notifying them of the applicant’s ineligibility for employment.

APPEALS

If an individual disputes the accuracy or completeness of any information reported in the criminal history records check, they have a right to request a reinvestigation, unless the dispute is deemed frivolous. Once the accuracy of the Criminal History Records Check is confirmed, individuals prohibited from participating in Park programs or activities based on the findings of this check have no right of appeal.

AUTHORIZATION

I understand that I will not be allowed to begin employment with The Walkerton Parks Department until a criminal background check has been completed. I hereby authorize The Walkerton Parks Department to complete a Criminal History Check on me.

Signed: _____

Printed Name: _____

Phone Number: _____

Address _____

Date of Birth _____ Date: _____

***Please provide a
copy of your
driver’s license as
well.***