

LIBERTY TOWNSHIP RECREATION COMMISSION (LTRC) BACKGROUND CHECK POLICY

Any volunteer/employee convicted of or having open criminal charges for any crime against children (misdemeanor or felony) and/or any violent crimes shall be prohibited from participation in any capacity in youth programs or activities sponsored by the LTRC. Other criminal offenses will be considered on a case by case basis. As a prerequisite for participation, any volunteer/employee who has sole care, custody or control of youth participants in any youth program or activity is required to successfully complete a Background Check. Volunteers/employees (18 years or older) includes but is not limited to LTRC members, coaches, assistant coaches, instructors, aides, life guards, etc. A background checked volunteer must be present with youth participants at all times. This condition applies to all youth programs or activities sponsored by the LTRC. If the LTRC sponsors an event run by an organization **NOT** affiliated with the LTRC, the organization shall provide documentation to the LTRC that at least two personnel with cleared Background Checks will be present at the event.

TIMEFRAME FOR A BACKGROUND CHECK

There is no time limit on criminal convictions, which are considered in the context of the application of this policy. All criminal convictions regardless of their longevity will be taken into account when determining a volunteer's/employee's eligibility to participate in youth programs or activities.

CONFIDENTIALITY

Even though adult criminal records are public information, information received during the background check process will be shared on a "need to know" basis only. Only if a volunteer and employee are disqualified and the volunteer/employee requests consideration through the appeals process will anyone from Liberty Township have a need to see the information. If a volunteer/employee requests to appeal the decision, the Liberty Township Recreation Commission Appeals Committee representatives who will participate in the appeal process are: the LTRC Chairperson; a Liberty Township Council representative; and the Liberty Township Lawyer. The LTRC reserves the right to identify alternate representation on the LTRC Appeals Committee.

RESPONSIBILITY FOR COMPLIANCE

It is the responsibility of the LTRC and respective activities commissioner/leaders to ensure all volunteers/employees have a completed Background Check prior to their participation.

COMPLETED BACKGROUND CHECKS

A list of volunteers/employees with completed and cleared background checks will be kept on file at the LTRC office. This list will be updated at the beginning of each new activity/sport season. All volunteers/employees are required to have an updated Background Check a minimum of every three years. Before the expiration of the three year Background Check term, the LTRC will contact the volunteers/employees that an update is due. In the event that a volunteer/employee's background check is slated to expire during a season in which they plan to be engaged as a volunteer/employee, their background check shall be renewed before the beginning of that season. If the volunteer/employee's background check is slated to expire and the volunteer/employee is not planning to be engaged in volunteering or employment for some extended period of time (i.e. the next recreational sports season), then their background check will not need to be renewed until the volunteer/employee requests to continue to volunteer or be employed.

UPDATED BACKGROUND CHECKS

To renew a lapsed/lapsing background check, the volunteer/employee must bring their valid drivers license with a completed Renewal Background Check form (less their signature) to the Liberty Municipal Building during normal business hours so the form can be notarized, scanned and forwarded to a company to conduct the Renewal Background Check. Finger printing will NOT be required if you had already been cleared thru the LTRC Background Check process.

FINGER PRINTING

Finger printing is mandatory and will take place at a date and time chosen by the volunteer/employee in conjunction with directions provided by the LTRC.

PICTURE ID CARDS

All cleared volunteers and employees shall be required to have a picture ID card. **Pictures ID cards are mandatory.** Picture ID cards are to be with the volunteers/employees whenever involved in an LTRC activity that includes minors.

CHANGE OF ADDRESS

It is the responsibility of the volunteer/employee to inform the LTRC regarding a change of address. When mail is returned to the LTRC as “undeliverable”, the volunteer/employee will be inactivated for the purposes of the Background Check program and be removed from the list of cleared volunteers/employees.

CHANGE IN PERSONAL STANDINGS

It is the responsibility of the volunteer/employee to notify the LTRC and disqualify themselves if their personal standings change during and/or after the Background Check process has occurred which would cause them to be disqualified in accordance with the attached Disqualifiers information. If the volunteer/employee are unsure of a disqualification has occurred, they shall contact the LTRC Chairperson immediately.

APPEALS

Volunteers/employees receiving a Disqualification letter from participating in youth programs or activities based on the findings of their Background Check have the right to appeal the disqualification. Each appeal will be considered on a case-by-case basis. Any person convicted of or having open criminal charges for any crimes against children (misdemeanor or felony) shall be prohibited from participation in any capacity in youth programs or activities sponsored by the LTRC. Volunteers/employees may receive a free copy of their Background report if requested within 30 days of the receipt of the disqualification letter. The request shall be in writing and proper identification is required. Volunteers/employees considered to be disqualified after the appeals process are prohibited from participating in LTRC sponsored youth programs or activities and have no further right to appeal.

EXPUNGED RECORDS

A volunteer/employee does not have to disclose information regarding criminal charges or convictions that have been expunged by the courts. A volunteer/employee whose criminal convictions were expunged after being prohibited from participation should provide the LTRC with evidence of the court's actions.

DISCIPLINARY MEASURES

It is the responsibility of all members of the LTRC and the volunteers/employees to fully comply with this policy and the Background Check program. Each commissioner/organization/activity leader must sign an **annual** acknowledgment of the receipt of this policy. Therefore, organizations and/or their members/volunteers that knowingly or unknowingly violate the LTRC's policy or Background Check program are subject to disciplinary measures that may include, but are not limited to, the loss of organizational/league privileges; restrictions on facility usage; and/or suspension from participation.

ATTACHMENTS:

Disqualifier Information (Chapter 432)
Revised and Approved 8/6/2013