



Santa Rosa County Parks and Recreation Volunteer Policy

Purpose:

The Santa Rosa County Board of Commissioners and the Administrative Services Department value the safety and well being of the children that play in our parks in organized sporting activities. To this end, we will take sound measures to attempt to protect our children, volunteers, and those we serve from potential harm.

To facilitate this endeavor, we require that all volunteers who have the potential for regular or intermittent contact with children be required to complete a Santa Rosa County Park and Recreation Volunteer application form. The volunteer form will require clearance for a background check as well as agreeing to follow the Santa Rosa County Parks and Recreation Code of Conduct.

It should also be noted that various independent organizations may be contracted or authorized to operate and manage one or more of our County's Recreational Parks. These organizations will be required to follow this policy. If the organization has a background check program in place for specific sporting activities, they may submit their background check program for the County's approval, once approved they will receive a waiver; however, the organization must provide a list of those volunteers to the County.

The Santa Rosa County Volunteer policy will take affect immediately and will follow the timeline requirements laid out in this policy. This policy will be reviewed annually by the Administrative Services Department.

Background Check Overview

The background check information will be collected for each volunteer by the individual independent organization contracted/authorized to operate or manage the Recreational Park for Santa Rosa County. The information provided by the volunteer on the Santa Rosa County Volunteer Application and Release form will then be provided to the Administrative Services Department for entry and transmittal to the approved Personal Background Check Organization that will perform said required check.

The check will include, but not limited too:

- State Sex and Violent Offender Registry
 - Minimum State of Florida
- Nationally ALL statewide criminal records, department of corrections and county criminal records of participating states with the background check agency.

- (Company Name) has been selected by the Santa Rosa Board of County Commissioners, and the Santa Rosa County Parks and Recreation Committee, to provide all Background Checks for ALL Santa Rosa County Parks.

Program Outline:

1. All volunteers who have contact with children (persons under the age of 16 years old) on a regular or an intermittent basis with titles such as, but not limited to, the list provided below will be required to complete a Santa Rosa County Volunteer Form.
 - a. Organizational Board Members
 - b. Organizational Officers
 - c. Youth Sports Commissioners
 - d. Youth Sports Committees
 - e. Coach
 - f. Assistant-Coach
 - g. Program Instructor or Director
 - h. Maintenance Worker
 - i. Any paid staff (custodians, food service workers, etc.)
 - j. Referee
 - k. Umpire
 - l. Team Parent

Note: Volunteers identified by letter J through L are only required a minimum of providing a National Sex Offender Background Check.

2. The organization, if not directly managed by Santa Rosa County, will then be required to perform background checks on one hundred (100) percent of the volunteers each year unless the volunteer has had one completed within the renewal time frame. The background check renewal time frame on each volunteer is five (5) years. If the organization has a background check program in place for specific sporting activities, they may submit their background check program for the County's approval, once approved they will receive a waiver; however, the organization must provide a list of those volunteers to the County

NOTE:

The independent organization contracted or authorized will be required to keep a database of all of its volunteers that have or have not been checked along with any complaints/Code of Conduct infringements. The organization will be required to provide the County Administrator a listing of their database periodically to ensure the policy is being followed.

3. The volunteer cannot start until the background check has been completed and approved by the independent organizations Director or Board of Directors as designated by the County Administrator and following the five (5) year volunteer checked timeframe. A list of **Criminal Offenses** which will disqualify an individual to serve as a volunteer is listed below.

4. If there is no criminal history on the volunteer, a completed on date will be entered into the database as well as a clean condition returned.
5. If a criminal history is found on the volunteer the DUE PROCESS procedures will then be followed to validate and verify the information.

Background checks do not need to be conducted on volunteers who are under the age of 16 years old.

CRIMINAL OFFENSES WHICH WILL DISQUALIFY AN INDIVIDUAL TO SERVE AS A VOLUNTEER. Individuals who have been charged and convicted of the following, regardless of the number of years since the offense, may be ineligible to serve as a Santa Rosa County Volunteer; **furthermore, anyone with disqualifying charges pending MAY BE ineligible from participation until they are cleared:**

Assault – any type	Felony – any type
Arson	Forgery
Battery – any type	Grand Larceny
Burglary	Incest
Carrying a concealed Weapon	Lewd and Lascivious Act
Child Abuse	Property Damage
Contributing to the Delinquency of a Minor	Prostitution
Domestic Violence	Resisting Law Enforcement Officer
Drugs/Drug Paraphernalia (sale or possession of)	Sex Offenses – regardless of victims age
DUI or DWI – two or more charges	Theft – except petty
Trespassing	Violent Crime of any type

Due Process

If a record of criminal convictions is found, the volunteer will be notified that something was found on their record. If the volunteer disagrees with the accuracy of the report, the volunteer will be asked to wait until the information on the criminal report can be verified. The position the volunteer is requesting will be held, within a reasonable time frame that is not detrimental to the program, until the report can be verified.

The final decision about the volunteers' eligibility lies with the County Administrator's office and Santa Rosa County Parks and Recreation Committee. If the County manages the park, the decision will lie with the County Administrator. Further, when volunteers are denied they will receive a letter stating the decision and the reasons why they were denied.

Within 20 days of notice of an adverse decision by the Background Check Company, Sports Organization, or County Administrator the volunteer can request an executive meeting of the Santa Rosa County Parks and Recreation Committee, along with the County Administrator, to appeal an adverse decision. Such an appeal will be informal and the decision rendered final.

Privacy

The privacy of the information obtained through the background check will be respected and not distributed or posted in public forums except as may be required by law. Information may be shared with members of the County Administrators, or County Commissioners and the legal department as the need arises.

Cost

The cost for the Background Check, and all related information, will be the responsibility of the Independent organization contracted to operate/manage the Recreational Park unless otherwise agreed upon by the organization and the County Administrator.

***NOTE:** The Independent Organizations will require financial assistance from the County to meet the 100% requirement on the first year due to the large financial burden this may have on them. If financial assistance is not provide the Independent Organizations will only be able to perform thirty three (33) to fifty (50) percent of the background checks. The remaining checks could take up to three (3) years to complete.*

The cost may vary depending on the organization used to perform the background check as well as the amount of information checked.

Color Coding Chart on Background Checks for Santa Rosa County

The following Color Code Chart will be provided to contracted background check vendor as criteria for flagging potential volunteer applicants who require further review or denial to become a volunteer in Santa Rosa Parks.

Criminal Offenses	Acceptable (Green)	Denial (Red)
Assault – any type		Any Type
Arson		Any Offense
Battery – any type		Any Type
Burglary	Greater than 5 years	Less than 5 years
Carrying a concealed Weapon		Any Offense
Child Abuse		Any Offense
Contributing to the Delinquency of a Minor		Any Offense
Domestic Violence		Any Offense
Drugs/Drug Paraphernalia (sale or possession of)	Greater than 10 years	Less than 10 years
DUI or DWI – two or more charges	1 offense	2 or more offenses
Trespassing	Greater than 5 years	Less than 5 years
Felony – any type		Any Offense
Forgery		Any Offense
Grand Larceny		Any Offense
Incest		Any Offense
Lewd and Lascivious Act		Any Offense
Property Damage	Greater than 5 years	Less than 5 years
Prostitution		Any Offense
Resisting Law Enforcement	Greater than 5 years	Less than 5 years
Sex Offenders – Regardless of Victims age		Any Offense
Theft – except petty		Any Offense
Violent Crime		Any Offense

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Theft – except petty		Any Offense
Violent Crime		Any Offense

PRE-ADVERSE ACTION DISCLOSURE UNDER THE FAIR CREDIT REPORTING ACT (FCRA)

All applicants are hereby notified that SANTA ROSA COUNTY may obtain one or more reports which contain information concerning applicant's criminal history, this information will be used for volunteer determination purposes.

SANTA ROSA COUNTY may obtain and use Consumer Reports from a Consumer Reporting Agency for the purpose of considering whether or not to utilize you for volunteer services. If SANTA ROSA COUNTY uses the information in the Consumer Reports in making a decision that adversely affects you, you will be provided a copy of the Consumer Reports before this decision is final, and you will also receive a copy of your rights under the FCRA as a Consumer in relation to Consumer Reports and Consumer Reporting Agencies.

As a volunteer applicant you are a Consumer with rights under the Fair Credit Reporting Act (FCRA). You may also contact the Federal Trade Commission about your rights under FCRA.

AUTHORIZATION UNDER THE FAIR CREDIT REPORTING ACT

By signing this Authorization, I, hereby voluntarily authorize SANTA ROSA COUNTY and their agents to obtain Consumer Reports when making a decision in regard to my application for volunteer services. I understand that I have rights under the FCRA. I acknowledge that I have received a copy of the Summary of Consumer Rights.

I hereby release and hold harmless SANTA ROSA COUNTY, any athletic association, their employees officers and agents, from any liability resulting from a background screen

SIGNATURE: _____

NAME: _____

ADDRESS: _____

CITY: _____

STATE: _____

ZIP CODE: _____

SOCIAL SECURITY NUMBER: (or last four numbers) _____

TODAY' S DATE: _____

**SANTA ROSA COUNTY, FLORIDA
VOLUNTEER APPLICATION AND AUTHORIZATION AND RELEASE
FOR THE PROCURMENT OF AN INVESTIGATION BACKGROUND REPORT**

VOLUNTEER INFORMATION

Full First Name:	Full Middle Name:	Full Last Name:
Other Names/Alias:		
Date of birth(MM/DD/YYYY):	SSN:	Daytime Phone:
Current Address:		
City:	State:	ZIP Code:
Prior Address: (Please give prior if you have lived at current address less then 5 Years)		
City:	State:	ZIP Code:
Alternate Phone:	E-Mail address:	How long?
Drivers License Number#	State Issued:	Expiration

PROFESSIONAL REFERENCES (WORK, SCHOOL, CHURCH, ETC.)

Name	Address	Phone
Relationship:		

PERSONAL REFERENCES (NON-RELATIVE, KNOWN FOR 1 YEAR)

Name	Address	Phone
Relationship:		

VOLUNTEER POSITION

Please Circle One, or more, if they apply:

COACH	ASSISTANT COACH	COMMISSIONER	COMMITTEE MEMBER	BOARD MEMBER
TEAM PARENT	CONCESSION	OFFICER	INSTRUCTOR/DIRECTOR	MAINTENANCE
REFFEREE	UMPIRE	PAID STAFF		

Name of Organization:

Disclosure Statement

I have read and understand that I may be disqualified and prohibited from serving as an employee or volunteer of any of the Santa Rosa County Recreational Parks directed/contracted organization managing if, among other things, I have:

1. Been convicted (includes crimes of record which have been expunged and pleas of "no contest") of the Crimes listed below from the Santa Rosa County Policy:

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2. Been convicted (includes crimes of record which have been expunged and pleas of "no contest") of the Crimes listed below from the Santa Rosa County Policy:

Assault – any type

Arson

Battery – any type

Burglary

Carrying a concealed Weapon

Child Abuse

Contributing to the Delinquency of a Minor

Domestic Violence

Drugs/Drug Paraphernalia

(sale or possession of)

DUI or DWI – two or more charges

Trespassing

Felony – any type

Forgery

Grand Larceny

Incest

Lewd and Lascivious Act

Property Damage

Prostitution

Resisting Law Enforcement

Officer

Sex Offenses – regardless of

victims age

Theft – except petty

Violent Crime of any type

3. Had Parental rights terminated;
 4. A History with any organizations (volunteer, employment, etc.) of complaints of sexual, physical, or verbal abuse;
 5. Resigned, been terminated or been asked to resign from a position, whether paid or unpaid, due to a complaint(s) of sexual, physical, or verbal abuse to minors;
 6. A history of behavior that indicated that I may be a danger to children;
 7. I fail to follow the Santa Rosa Code of Conduct;

Do any of the statements apply to you? Yes _____ No _____

If you checked "YES" to any disclosure item, Please indicate which one(s) and attach an explanation on a separate sheet.

Waiver, Consent and Release of Liability:

I hereby consent to the investigation and investigation of all of the information given in this application, including searches of law enforcement and public records (including driving records and criminal background checks), contact with former employers and reference interviews. I hereby release and agree to hold harmless Santa Rosa County and the organization directed or contracted to manage the counties recreational parks whether it is their officers, employees, and volunteers, and any person or organization that provides information for or to the management or directed organization concerning the use of or any attempt to verify the information provided in this application. I declare that all of the information given by me in this application is true and complete to the best of my knowledge, and I understand that any misrepresentation or omission may be cause for suspension or dismissal from my volunteer status with the organization.

If accepted as a volunteer or employee, I hereby agree to abide by the organizations Bylaws, rules, regulations, policies, and philosophies, and all decisions and directions of the organizations officials, and I understand that I may be removed as a volunteer or employee at any time with or without cause.

Disclaimer, Assumption of Risk and Waiver:

For myself and on behalf of my heirs, assigns and next of kin, I acknowledge that participation in the contracted/directed organizations sports programs necessarily involves travel, participation on adverse field conditions, contact with considerable force, and risk of severe, permanent physical injury including bruises, scrapes, strained, sprained or torn muscles, tendons or ligaments, broken bones, dislocation of joints, concussion, brain damage, nerve and spinal cord injury, paralysis and death. For myself, and on behalf of my heirs, assigns and next of kin, I willingly and voluntarily accept and assume all such risk of assumption.

In consideration of accepting the registration and permitting my voluntary participation in its programs, for myself and on behalf of my heirs, assigns and next of kin, I hereby release, discharge and agree to hold Harmless Santa Rosa County officials, employees, and volunteers as well as the contract/directed organization responsible for the Santa Rosa County Park I am participating at including the organizations employees, volunteers, officials, sponsors, and other representatives from any and all claims, demands, costs, expenses and compensation arising out of or in any injury or other damage that may result to me while participating in and of the organizations sponsored event, including and physical or other injury caused by the negligence of any such person while performing his/her duties at any time.

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I HAVE READ THE ABOVE DISCLOSURE STATEMENT, WAIVER, CONSENT AND RELEASE OF LIABILITY DISCLAIMER, ASSUMPTION OF RISK WAIVER, AND ACKNOWLEDGEMENT AND CONSENT AGREEMENTS, FULLY UNDERSTAND THE TERMS OF EACH, UNDERSTAND THAT I HAVE GIVEN UP SUBSTANSIAL RIGHTS BY MY SIGNING THIS FORM AND AGREEING TO THESE TERMS, AND I SIGN THIS FORM AND AGREE TO THESE TERMS FREELY AND VOLUNTARILY AND WITHOUT INDUCEMENT OF ANY KIND.

Signature: _____ Date: _____

Witness: _____

Witness: _____

Volunteer Application 09/14