

Spotsylvania Parks and Recreation Department Background Screening Policy

- 1. In order to protect the youth and all other members of Spotsylvania County Parks and Recreation organization, a criminal background check is mandatory for all Head Coaches and Assistant Coaches within the program.**
- 2. A written authorization form allowing Spotsylvania County Parks and Recreation to order a criminal background check is required. It is the responsibility of the candidate for Head Coach, Assistant Coach to fill out the Background Screening Consent Form and return it with their coaching application. Failure to provide a background check consent form will make an applicant ineligible until the proper paper work is filed.**
- 3. One person on staff with Spotsylvania Parks and Recreation will be appointed to submit the Consent Forms to security consultants and to receive the completed checks from security consultants.**
- 4. If there is a disqualifying entry reported on an application, a Parks and Recreation Staff Member shall notify the affected applicant that a disqualifying entry was reported on the criminal background check and present the background report and FCRA (Fair Credit Reporting Act) by mail to the Applicant. In the event the Applicant feels a mistake has been reported in their criminal background check, it is the Applicant's responsibility to contact the reporting agency and resolve any issues.**
- 5. If an applicant wishes to appeal the decision, they must contact the department verbally and follow up with a written appeal. A committee of four (4) representatives from Spotsylvania County shall be appointed to form a "Background Check Appeal Committee" to meet and make the final decision of disqualification. The Committee will include a Parks and Recreation staff member, a representative from the Sheriff's Department, the County Administrator or his designee, and a representative from the County Attorney's office.**

Policy Criteria

Anyone found guilty, entered a plea of guilty of no contest, regardless of the adjudication for any of the following offenses would be disqualified.

- 1. Cruelty to children - immediate dismissal**
- 2. Contributing to the delinquency of a minor - less than 5 years - immediate dismissal; more than 5 years – one (1) year probation**
- 3. Any sexual offense – immediate dismissal**
- 4. Violation of any controlled substance act – Felony in the last 10 years - immediate dismissal; misdemeanor in last 5 years - one (1) year probation**

Policy Criteria continued -

- 5. Alcohol related violation – DUI/DWI past 5 year(s) - one (1) year probation
More than one DUI/DWI in the past 5 years - immediate dismissal**
 - 6. Murder or felony murder – immediate dismissal**
 - 7. Crimes involving violence - Simple Battery within the past 5 years -
one year probation. Aggravated Battery - immediate dismissal**
 - 8. Any felony not listed above - last 10 years - immediate dismissal; more
than 10 years – one (1) year probation**
 - 9. Any other crime that bears upon fitness to have responsibility for the
safety and well being of children- Felony last 10 years - immediate
dismissal; misdemeanor last 5 years - one (1) year probation**
- 6. If any applicant has had two or more convictions of the above listed criteria, it will
constitute immediate dismissal.**
 - 7. All information obtained in response to the criminal background check shall be kept
confidential. No name shall be disclosed while in the review process. Spotsylvania
County Parks and Recreation Staff member and Committee members are not
responsible for errors or omissions that may be reported on Background checks.
Spotsylvania Parks and Recreation Department shall maintain all authorizations and
records or reports in a confidential manner.**