



# Town of Wake Forest

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## VOLUNTEER BACKGROUND SCREENING POLICY

### *Description*

In order to preserve the safety and well-being of participants in its programs, the Wake Forest Parks and Recreation Department has selected Southeastern Security Consultants, Inc. (SSCI) to conduct background checks on all volunteers. All authorization forms, records or reports shall be maintained in a confidential manner, and kept for a fixed period of time as set by the Town's record retention policy.

Volunteers will be required to sign an authorization form which will provide date of birth, Social Security Number, and current address, authorizing the Wake Forest Parks and Recreation Department to order an individual criminal background check.

This policy will include all volunteers (on an annual basis) that may, in the course of their volunteer service, have the opportunity to be alone with children during activities scheduled for Wake Forest Parks and Recreation programs. Others with incidental contact with children will not be subject to provisions of this policy at this time, although the Wake Forest Parks and Recreation Department reserves the right to conduct random checks of volunteers periodically.

If any disqualifying information is found that prevents an applicant from being accepted, WFPRD staff will be responsible for notifying applicant of disqualification in a confidential manner. 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 (SSCI) and resolve any issues. Wake Forest Parks and Recreation and its employees are not responsible for errors or omissions that may be reported on background checks.

### **Standards**

Applicants shall be disqualified from consideration for Team Manager ("head coach") if applicant has ever been found guilty or entered a plea of guilty, *nolo contendere* (no contest), or *Alford Pleas*, regardless of the adjudication, for any of the following:

#### **FELONIES**

- **All Felony Violence** – regardless of the amount of time since the offense.  
Examples include: murder, manslaughter, aggravated assault, kidnapping, robbery, aggravated burglary, etc.
- **All Felony offenses other than violence or sex within the past ten (10) years.**  
Examples include: drug offenses, theft, embezzlement, fraud, child endangerment, etc.

### *Mission Statement*

The Wake Forest Parks and Recreation Department seeks to enhance the lives of the citizens of Wake Forest by offering a comprehensive system of parks, greenways, facilities, and open spaces coupled with cultural and athletic programs that promote education, health and wellness.

#### **SEX OFFENSES**

- **All Sex Offenses** – regardless of the amount of time since the offense. Examples include child molestation, rape, sexual assault, sexual battery, sodomy, prostitution, solicitation, indecent exposure, etc.

#### **MISDEMEANORS**

- **All misdemeanor violence offenses within the past seven (7) years.** Examples include: simple assault, battery, domestic violence, hit & run, etc.
- **Two or more misdemeanor drug and alcohol offenses with the past seven (7) 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 five (5) years that would be considered a potential danger to children or is directly related to the functions of the volunteer.

#### **PENDING CASES**

No person shall be permitted to volunteer that has been charged with any of the Disqualifying offenses or has case(s) pending in court until the official adjudication of the case(s).

Should any pending charges be discovered, or should any charges be brought against an Applicant during the season, the Applicant shall be suspended from serving as a volunteer until such time as the charges have been cleared or dropped and he/she is reinstated by WFPRD.

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