



**City of O'Fallon
Department of Parks and Recreation
Renaud Spirit Center**

Criminal Background Check Policy for Volunteer Youth Sports Coaches

In order to preserve the safety and well being of youth participating in the City of O'Fallon Youth Sports Leagues the City of O'Fallon Parks and Recreation Department has adopted the following policy requiring background screening for all volunteer coaches.

Beginning March 1, 2007, background checks are mandatory for all head coaches volunteering to participate in a program driven by individual registration. All coaches will be required to undergo a criminal background check prior to the beginning of the sport season they coach. Each season all **NEW** coaches will be required to have a background check conducted prior to the beginning of the sport or season they coach. Coaches who continue to participate will be required to have a background check conducted every two (2) calendar years, prior to the beginning of the sport or season they coach. If the background check is set to expire during a session another background check must be completed prior to the start of the session.

All coaches will be required to sign a written authorization form allowing the City of O'Fallon Parks and Recreation Department to order an individual criminal background check. All authorization forms must be turned into the Youth Sports Recreation Coordinator no later than the designated due date. Failure to complete authorization forms by the deadline will automatically disqualify the volunteer from coaching in the league.

Screening Process

The City of O'Fallon Parks and Recreation Department has teamed up with the National Recreations and Parks Association "Operation TLC²" and Southeastern Security Consultants, Inc. (SSCI) to perform the background checks of all volunteer coaches. SSCI is a corporation specializing in conducting criminal background checks for prospective volunteer youth sports coaches.

Upon receiving the Consent/Release form it will be forwarded to SSCI. The background screening includes the following:

- **Social Security Verification** – This verifies the coach's name against the social security number provided. This helps to eliminate the possibility of false names and/or information.

- Address Trace – This verifies the coach's current address and identifies previous addresses. This information is utilized to determine the jurisdiction in which the background screening is conducted.
- State or County Criminal Record Check – A statewide or countywide (depending on jurisdiction) criminal record check is performed to capture all misdemeanor and felony convictions in that jurisdiction. Utilizing the "Smart Check" the search is conducted in the jurisdiction with the longest and most current residency.
- Let's Check for America – Provides access through the National Background Directory to criminal data from 37 states where more than 75 percent of the nation's population lives (currently over 111 million records).
- Sex Offender Registry – Search of the appropriate state sex offender registries based on the address history.

Within 2-5 days the City of O'Fallon Parks and Recreation Department will receive a "pass or fail" recommendation from SSCI on each consent/release form submitted. Any individuals who receive failing recommendations from SSCI will be notified in writing by the Recreation Coordinator over youth sports. All information received as a result of the screening process will be kept confidential.

Exclusion Criteria

A volunteer will be disqualified and prohibited from serving as a coach 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 withholding of guilt. This recommendation does not apply if criminal charges resulted in acquittal, Nolle Prose, or dismissal.

- 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.
- 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 10 years.
 - Examples include: drug offenses, theft, embezzlement, fraud, child endangerment, etc.
- Misdemeanors
 - All misdemeanor violence offenses within the past 7 years.
 - Examples include: simple assault, battery, domestic violence, hit and run, etc.
 - All misdemeanor drug and 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.
 - Examples 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 should not be permitted to volunteer until the official adjudication of the case.

Appealing Decisions

All appeals or questions regarding the findings of a background check must go directly through SSCI Inc. The City of O'Fallon will only receive a pass or fail notification based on the criteria listed above and will not receive any specific information on the findings of your background check. To appeal the findings of your background check or if you have questions about your background check please call 1-866-996-7412. For more information on SSCI Inc. you can visit their website at www.ssci2000.com.