

## **Background Check Policies and Procedures Madison County Recreation Department**

The Madison County Recreation Department is endeavoring to protect all children that participate in departmental programs from potential harm by persons who may from time to time have unsupervised access to said children. By instituting a procedure whereby all persons involved with children who participate in our programs must first submit to a background check prior to the undertaking of supervision of said children.

The Madison County Recreation Department has implemented the following policies and procedures relative to volunteer background checks:

1. All employees, independent contractors and volunteers who coach or otherwise work with children in programs held under the authority of the Madison County Recreation Department must submit to criminal background checks as set forth herein.
2. Background checks will include, but are not limited to, records from the Madison County Sheriff's Department, Georgia Crime Information Center, and the National Crime Information Center. These records will be maintained in the custody and control of MCRD.
3. All records will remain in the property of MCRD and will be inviolate. No portion of said documents will be disseminated in any way, except to county employees or agents as may be necessary to administer this policy.
4. For youth athletic leagues, it is the responsibility of the approved head coach to identify to the athletic coordinator at least one assistant coach along with any other persons who may come in contact with the children involved in our programs. The assistant coach and all other persons identified must also complete the background check.
5. All volunteers will be checked on an annual basis.
6. A person should be disqualified and prohibited from serving as a volunteer if the person has been found guilty of any of the following crimes: (Guilty means that a person was found guilty following a trial, entered a guilty plea or entered a no contest plea accompanied by a court finding of guilty, regardless of whether there was an adjudication of guilt (conviction) or a withholding of guilt. This recommendation does not apply to criminal charges which resulted in acquittal, Nolle Prose, or dismissal.)

### **SEX OFFENSES**

- **All Sex Offenses:** *regardless of the amount of time since 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 & run, etc.*
- **All misdemeanor drug & alcohol offenses** within the past 3 years or multiple offenses in the past 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 5 years that would be considered a potential danger to children or is directly related to the functions of that volunteer.

### **PENDING CASES**

It is recommended that anyone who has been charged or any of the disqualifying offenses or for cases pending in court should not be permitted to volunteer until the official adjudication of the case.

7. All persons whose applications are denied shall have the right, upon written request within ten days of being denied, to review the GCIC and NCIC records that form the basis for their denial. All written requests must be sent first class U.S. mail, return receipt requested, addressed to the director,  
MCRD  
P.O. Box 248  
Danielsville, GA 30633
8. As part of the appeal process set out in this paragraph and paragraph 7, the applicant shall have the right to:
  - A. Obtain a copy of any background check report,
  - B. Challenge the accuracy and completeness of information in any such report, and
  - C. Request a hearing before the MCRD board pursuant to request for reconsideration of denial of the application.

Any application which is under appeal from an applicant, still under review, or not yet complete prior to the start of any given activity will require that the applicant to remain inactive in their duties. This period of inactivity will remain in effect until such time as the background check and any additional follow-up work have been completed and the coach has been officially approved to supervise children.