



City of Dover



Background Information Form

This form must be fully completed. Please type or print legibly in ink. This is a background check that will be conducted by the City of Dover. You must complete the entire form. Indicate "none" or "DNA" (does not apply) where applicable. You will receive a copy of the results. This form should be returned to the Sports Coordinator at the City of Dover Parks & Recreation Department.

By completing and signing this form, I understand an investigation will be conducted of all information contained on this form. I also understand that the results of the investigation will be considered, along with all other information submitted on this form, in making a decision concerning my suitability as volunteer for the City of Dover. The information contained in this application is true and correct to the best of my knowledge. I further understand that inaccurate or untruthful responses to the questions contained in this form may be the basis for refusal to allow volunteer participation. I understand that all criminal background checks will be treated as confidential. I understand and authorize access to any and all information and records relating to my criminal history or criminal offense committed or alleged arrest, alleged criminal acts and criminal offenses committed. I understand if a disqualifying offense is found in a criminal background check, I will be given the opportunity to verify information and correct errors. I intend this to be a legally binding release, which I have read and understand. I understand that I may consult with an attorney before signing this document.

Signature

Date

Last Name:		First Name:		MI: (Maiden/other name)	
Birthdate:		Sex: (circle one) Male or Female		SSN:	
Mailing Address:					
E-mail Address:				Phone/Cell Number:	
Current Employer: (Name & Address)					
Employer Phone #:					
List your City, County & State Of Residence For Past 7 (Seven) Years. (Most recent first.)					
City	County	State	Dates		
Have you ever been arrested for or convicted of a misdemeanor or felony offense? <input type="checkbox"/> Yes <input type="checkbox"/> No					
Have you been convicted of driving while under the influence of alcohol/drugs, driving while impaired? <input type="checkbox"/> Yes <input type="checkbox"/> No					
If you answered yes to either of the above two (2) questions, please provide the details below:					
County/State of Arrest	Charge		Disposition/Year		



Criminal Background Checks Automatic Disqualifiers For Youth Sports Volunteers

An applicant should be disqualified and prohibited from serving as a volunteer if the person has been found guilty based on a set of standards created by the National Recreation and Park Association. The listing of examples of criminal convictions listed below is not exhaustive and other crimes may be considered unacceptable. The automatic disqualification period will begin from the date of conviction. For crimes not listed below, evaluations will be made on a case by case basis by City of Dover Parks and Recreation Department staff.

SEX OFFENSES

All Sex Offenses – Regardless of the amount of time since offense.

Examples include, but are not limited to: *child molestation, rape, sexual assault, sexual battery, sodomy, prostitution, solicitation, indecent exposure, etc.*

FELONIES

All Felony Violence offenses within the past ten (10) years.

Examples include, but are not limited to : *murder, manslaughter, aggravated assault, kidnapping, robbery, aggravated Burglary, etc.*

All Felony offenses other than **violence** or **sex** within the past 10 (ten) years.

Examples include, but are not limited to: *drug offenses, theft, embezzlement, fraud, child endangerment, etc.*

MISDEMEANORS

All violent misdemeanor offenses within the past five (5) years

Examples include, but are not limited to: *simple assault, battery, domestic violence, hit & run, etc.*

All misdemeanor drug & alcohol offenses within the past five (5) years.

Examples include, but are not limited to: *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, but are not limited to: *contributing to the delinquency of a minor, providing alcohol to a minor, theft – if person is handling monies, etc.*

Guilty means that a person was found guilty following a trial, has entered a guilty plea, the applicant entered a no contest plea followed with a court finding of guilty, regardless of whether there was an adjudication of guilt (conviction) or a withholding of guilt.

Any applicant with a pending case that is a disqualifier or could be considered a disqualifier will not be allowed to volunteer until the official adjudication of the case.

The Criminal Background Check screening process is an ongoing process and should be subject to review and changes at any time. The Criminal Background Check for Youth Sports Volunteers policy is not intended to serve as a guarantee that incidents of abuse or inappropriate behavior by coaches or other volunteers will not occur during City of Dover Parks and Recreation Department activities or events.



**Criminal Background Checks
Automatic Disqualifiers
For Youth Sports Volunteers**

By signing below, I do hereby acknowledge that I have carefully reviewed the listing of automatic disqualifiers prior to starting the Criminal Background Check.

Print Name: _____

Signature: _____

Date: _____



Policy & Procedures Criminal Background Checks For Youth Sports “Safe Whistles”

I. Subject:

Criminal Background Check Policy for Youth Sports Volunteers.

II. Purpose:

The purpose of this policy is to set the guidelines, regulations and procedures for administering the Criminal Background Checks for City of Dover Parks and Recreation for all youth Sports Volunteers. This “Safe Whistles” policy will outline the process to obtain a Criminal Background Check and what the process is once a Criminal Background Check has been completed. The policy will also define any automatic disqualifiers.

III. Procedure:

The procedures listed below will be the guidelines used by all personnel within the City of Dover Parks and Recreation Department that are designated by the Director of the City of Dover Parks and Recreation Department to oversee the Criminal Background Checks for Youth Sports Volunteers.

All Criminal Background Checks for Youth Sports Volunteers shall be conducted using a nationwide search of all city and state databases.

All information shall remain confidential and will only be shared with any individual(s) that have been designated by the Director of City of Dover Parks and Recreation Department to oversee the Criminal Background Checks for Youth Sports Volunteers. This will also include the Director of the City of Dover Parks and Recreation Department.

All files pertaining to the Criminal Background Checks for Youth Sports Volunteers shall remain on file with the City of Dover Parks and Recreation Department for a minimum of 3 years from the time that the Criminal Background Check was conducted. All files shall be stored in a locked file cabinet under the control of the City of Dover Parks and Recreation Department staff.

All youth sports volunteers will be asked to head to the Sports Coordinators office to review a listing of the automatic disqualifiers and to sign a roster stating that they have seen the automatic disqualifiers before starting the Criminal Background Check process. All individuals must present a photo ID showing their legal name as it will be input on the Criminal Background Check form. All youth sports volunteers will be asked to sign the appropriate release form allowing the City of Dover Parks and Recreation Department to conduct the necessary background checks as required for the position of a youth sports volunteer and be given a copy of this policy upon request.

The Criminal Background Check process will be completed every three years. We reserve the right to require a background check more frequently if there is a lapse in volunteer service for a period exceeding nine (9) months. The volunteer applicant shall receive a written notice in the mail if the information obtained from the background check warrants a rejection or disqualification. This letter will state that the volunteer will not be allowed to volunteer in any capacity within a youth sports program administered by the City of Dover Parks & Recreation Department nor will he/she be permitted to perform in any volunteer position in any organization that participates in any youth sports program that uses City of Dover Parks and Recreation fields or facilities.



Policy & Procedures Criminal Background Checks For Youth Sports “Safe Whistles”

An applicant whose application has been denied may request a copy of the results of the background check. There will not be any appeals for applicants that have been rejected.

All information received from the Criminal Background Check shall be reviewed by the Director of City of Dover Parks and Recreation or his/her designee. If no convictions are found the City of Dover Parks and Recreation Department staff will notify the volunteer applicant that a background check was completed and no convictions were found that would disqualify the applicant from volunteering.

If a conviction is found the City of Dover Parks and Recreation Department Sports Coordinator will notify the City of Dover Human Resources Department who will review the Criminal Background Checks for Youth Sports Volunteers and give his/her recommendation to the Director of City of Dover Parks and Recreation or his/her designee.

An applicant should be disqualified and prohibited from serving as a volunteer if the person has been found guilty based on a set of standards created by the National Recreation and Park Association. The listing of examples of criminal convictions listed below is not exhaustive and other crimes may be considered unacceptable. The automatic disqualification period will begin from the date of conviction. For crimes not listed below, evaluations will be made on a case by case basis by City of Dover Parks and Recreation Department staff.

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