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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, Recreation and Cultural Resources Department has selected Background Investigation Bureau, LLC (BIB) to conduct background checks on all volunteers. Volunteers will now go to the Town of Wake Forest website at www.wakeforestnc.gov to begin the background screening process.

BIB's Secure Volunteer portal is an easy to use online system created to help organizations manage volunteer screening. Secure Volunteer is powered by Background Investigation Bureau, a nationally recognized screening firm founded in 1995. Just go to our website and click on the "I Want to Volunteer" icon. Then just follow the steps to submit your volunteer background check. It only takes about five minutes to complete and is a secure portal. You will receive notifications via email about status and approval. Approved volunteers also receive a Secure Volunteer ID card, which you should bring with you to all volunteer events.

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 WFPRCR programs. Others with incidental contact with children will not be subject to provisions of this policy at this time, although WFPRCR reserves the right to conduct random checks of volunteers periodically.

If any disqualifying information is found that prevents an applicant from being accepted, Background Investigation Bureau, LLC, on behalf of WFPRCR, will send the Pre-Adverse Action Letter along with a copy of the criminal report, FCRA Consumer Rights and dispute instructions that will direct the applicant to BIB's Research Team for guidance and a re-investigation if applicable.

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.

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 WFPRCR.