

**City of Auburn Parks and Recreation Department
Background Screening Policy**

1. To protect the citizens and youth of Auburn who participate in programs governed by the Auburn Parks and Recreation Department, using City of Auburn facilities and to raise the standards of those programs affiliated with Auburn Parks and Recreation, a criminal background check is mandatory for all Head Coaches, “official” Assistant Coaches, Contract Instructors, and substitute Contract Instructors. An “official” Assistant Coach or substitute Contract Instructor is any coach or instructor designated by the head coach or main instructor as an assistant or any individual who will be alone with participants, or responsible for a team during a game, practice, travel, overnight lodging, or meetings.
2. An online authorization form allowing Auburn Parks and Recreation and those affiliates listed in (1) to order an individual criminal background check is required and it is the responsibility of the candidate for the coaching or contract instructor position, the “Applicant”, to complete the background check consent form online as follows: Head Coach forms must be completed at the same time as the coaching application; Assistant coach forms must be returned two weeks prior to the first game of the season; Contract Instructors must complete the form prior to their first class. Failure to complete a background check consent form by the deadline may disqualify the applicant from consideration for their position.
3. Background checks shall be conducted annually on all new applicants and randomly on $\frac{1}{4}$ of all other volunteers and/or instructors who continue to coach and/or teach after the year in which a background check is first required.
4. The results of the criminal background checks will be kept strictly confidential. The Athletics and Parks Program Administrator and the Community and Special Programs Administrator are the only people authorized to review or have access to the reports, except for the Parks and Recreation Director if needed for consultation, and will determine if any individual does not meet the minimum standards using the following criteria as a guide:

“Applicants” shall be disqualified from a coaching/teaching position if they were *ever* convicted of the following:

- A. Any crimes against children**
- B. Any conviction involving violence**
- C. Any sexual offense**

This disqualification may not be appealed. Should any pending charges described in “A” through “C” be uncovered or should any of the above charges be brought against an “Applicant” during the coach’s season or Contract Instructor’s program quarter, the Applicant shall be suspended from serving as a coach/instructor until such time as the charges have been cleared or dropped and he/she is reinstated by the Auburn Parks and Recreation Department.

In addition, “Applicants” shall be disqualified if they have been convicted of the following within the past *ten (10) years*:

- A. Any Felony conviction**
- B. Any crimes of moral turpitude, as determined by the Auburn Parks and Recreation Department**
- C. More than one drug and/or alcohol related conviction.**

The Applicant, by executing this release, hereby acknowledges that an appeal to the Auburn Parks and Recreation Department of an “Applicant” with convictions listed above will negate the confidentiality of the process. The notification of a disqualifying entry sent to “Applicants” will include the contact information for the reporting agency.

5. The Athletics and Parks Program Administrator or the Community and Special Programs Administrator shall notify the affected “Applicant” that a disqualifying entry was reported on the criminal background check and present the background report and FCRA (Fair Credit Reporting Act) letter to the “Applicant”. 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 and resolve any issues.
6. All information obtained in response to the criminal background check or disclosed in the review process shall be kept confidential and not disclosed or discussed outside of the review process. The City of Auburn and Auburn Parks and Recreation are not responsible for errors or omissions that may be reported on background checks. Auburn Parks and Recreation shall maintain all authorizations and records or reports in a confidential manner.