



PARKS, RECREATION AND TOURISM

October 2014 (updated)

The City of Rock Hill Parks, Recreation and Tourism Department (PRT) has the responsibility to protect the well-being and safety of all participants. As an extension of its on-going efforts to support this initiative, the PRT Department has created a strategy to ensure that every volunteer meets a minimum standard that would provide participants with a safe and educational environment.

With the leadership of the Parks & Recreation Commission and the support of all the various PRT Advisory Committees, the PRT Department has adopted a mandatory background screening policy for volunteers. In order to volunteer with a PRT program, individuals must complete and sign the attached Volunteer Application.

Applications will be screened by SouthEastern Security Consultants Incorporated (SSCI). The purpose of the policy is to identify individuals with a criminal background.

Application Disqualifiers

- ◆ Any Felony Conviction within 10 Years
- ◆ Any Sexual Related Crime
- ◆ Any Drug Conviction within the last 5 years or multiple convictions within 10 years
- ◆ Two or more DUI Convictions within the last 5 years
- ◆ Any Misdemeanor Violence within 7 years
- ◆ Falsifying Application
- ◆ Any Misdemeanor Contributing to the Delinquency of a Minor

Appeal Process (in case of a disqualified application)

If the applicant disputes the finding of the background check, they can appeal to SouthEastern Security Consultants Incorporated (SSCI) at (1-866-996-7412)

All information contained in the application and the findings are held in confidence. Information is not shared with outside organizations or individuals without a business need to know.

The implementation of this policy not only supports long standing PRT initiatives such as Coaches' Certification and Code of Ethics, but it also supports the Commission for Children & Youth's new campaign, "The #1 Question: Is It Good for the Children?" Questions about this should be directed to David Linder at 803-329-8712.

Sincerely,

John Taylor
Director
Parks, Recreation & Tourism Department

Policy adopted Jan. 2008



VOLUNTEER APPLICATION

Appendix _____

Today's Date: _____

Name: Last: _____ First: _____ MI: _____

Address: _____

City: _____ State: _____ Zip: _____

Social Security Number: _____ DOB: _____

Daytime Phone: (____) _____ Evening Phone: (____) _____

E-mail Address: _____

Valid Driver's License (If Applicable): State: _____ Number: _____ Exp: _____

Commercial (CDL) (If Applicable): State: _____ Number: _____ Exp: _____

In Case of Emergency Notify:

Name: _____ Relationship: _____ Phone: (____) _____

Are you 18 years of age or older? Yes No

Name of school currently attending (if applicable): _____ Grade: _____

Are you available for "one time only" events? Ex. Community eventsYes No

Are you available for regularly scheduled volunteer workdays?Yes No

Are you available to volunteer:.....Weekdays ? Evenings ? Weekends ?

What type(s) of volunteer positions would you most enjoy?
(This is just a sample representation of available positions.)

- Youth Sports --- List Sport(s) _____
- Arts/Craft Instructor Office/Clerical Duties Other: _____
- Youth Camps Beautification/Landscape Special Events
- Afterschool Program Environmental Educator Fundraising

Are you fluent in any languages other than English?Yes No

If yes, what language(s)?

SKILLS (List any skills which you possess and feel would be useful in your volunteer work.)



VOLUNTEER APPLICATION

Name: Last: _____ First: _____ MI: _____

BACKGROUND (Please list your most recent employment, volunteer experience, or any past experience related to your desired volunteer position.)

Company Name: _____ Your Job Title: _____

Company Address: _____ Specific Duties: _____

City: _____ State: _____ Zip: _____

Supervisor's Name: _____ May we contact this supervisor/company? Yes [] No []
If yes, phone number (_____) _____

Is this a volunteer position or a paid position? _____

REFERENCES (List name, occupation, and phone number of three references (not related to you nor residing with you).

- 1) _____
2) _____
3) _____

Have you ever been convicted of a crime other than a minor traffic violation?.....Yes [] No []

Table with 3 columns: Date, County/State, Nature of Crime. Includes two rows of blank lines for entry.

PLEASE READ BEFORE SIGNING:

I understand that :

- The information that I have provided will be verified through others including SSCI?SLED criminal background check, and I give permission to Rock Hill PRT or their agents to make inquiry of others concerning my suitability to act as a volunteer;
I grant permission to use my likeness, voice, and works in television, radio, film or in any form to promote activities of Rock Hill PRT;
Once accepted as a volunteer, a criminal background check may be randomly done;
I hereby certify that all statements made in this application are true, and I agree and understand that any misstatements of material facts herein will cause forfeiture on my part to volunteer with Rock Hill PRT. The information which I have provided on this form is subject to verification, which will include a criminal background check.

APPLICANT'S SIGNATURE PRINTED NAME DATE