



Jurupa Community Services District

Procedures for Background Checks for Volunteers

The National Recreation and Park Association (NRPA) has developed the following volunteer management guidelines for credentialing volunteers through a comprehensive background screening and photographic identification. Since JCS D Parks and Recreation Department and user groups utilizing public spaces are responsible for maintaining safe environments within programs, they must be aware of the potential risks and safeguards to protect participants and the community in which a program operates. The NRPA recommends that all volunteers be screened as though they are applying for a paid position. Each volunteer should be screened on an annual basis. A comprehensive background screening can lessen the risk of exposure to liability due to lack of knowledge regarding employees and volunteers' background.

The NRPA recommends the following guidelines for conducting a comprehensive background screening and photographic identification.

- **Social Security Verification-** Verifies the name of every volunteer against the Social Security Number provided. This helps eliminate the possibility of false names and/or information.
- **Address Trace-** Verifies the current address and identifies any previous address of every individual screened. This information is utilized to determine the jurisdiction in which the background screening is conducted.
- **State or County Criminal Records Check** - A Statewide or Countywide (depending on the jurisdiction) criminal record check is performed to capture all misdemeanor and felony convictions of the applicant.
- **National Criminal History Data Base search** – There is no one national record check whether through the government or private security that identifies every crime ever committed. However, there are now criminal history data bases available that contain millions of criminal records and cover much of the United States. These databases can be assessed and used to supplement the local criminal history search. This is beneficial in expanding the search across the country but should not be used as a standalone source for

background screening.

- **Sex Offender Registry:** Search of the appropriate state sex offender registries based on the address history to supplement criminal records history.

Per California Penal Code Section 11105.b The Attorney General shall furnish state summary criminal history information to any of the following, if needed in the course of their duties, provided that when information is furnished to assist an agency, officer, or official of state or local government, a public utility, or any other entity, in fulfilling employment, certification, or licensing duties, Chapter 1321 of the Statutes of 1974 and Section 432.7 of the Labor Code shall apply. California Penal Code Section 11105.b.11 allows any city or county, city and county, district, or any officer or official thereof if access is needed in order to assist that agency, officer, or official in fulfilling employment, certification, or licensing duties, and if the access is specifically authorized by the city council, board of supervisors, or governing board of the city, county, or district if the criminal history information is required to implement a statute, ordinance, or regulation that expressly refers to specific criminal conduct applicable to the subject person of the state summary criminal history information, and contains requirements or exclusions, or both, expressly based upon that specified criminal conduct. The city or county, city and county, district, or the officer or official thereof authorized by this paragraph may also transmit fingerprint images and related information to the Department of Justice to be transmitted to the Federal Bureau of Investigation.

Who will be screened:

All JCSD and Youth League volunteers who have direct supervision of all vulnerable individuals which includes the youth, elderly, and disabled individuals, etc.

Confidentiality:

JCSD respects the privacy of volunteers. Information received during the volunteer's screening process will not be disclosed outside of the organization and will be shared within the organization only on a "need to know" basis. JCSD might, in special circumstances, have a duty to disclose to third parties, certain types of information when the law requires.

Each volunteer will present identification when obtaining background screening results either at the Eastvale Community Center or Neighborhood Center at Harada Heritage Park. JCSD staff will not provide

information regarding applicants who are not present.

Criteria for Exclusion:

Applicants for volunteer position will be subjected to a background screening by an independent, outside agency designated by JCSD. A person shall be disqualified and prohibited from serving as a volunteer for JCSD or a youth sports league 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 into a guilty plea, entered a no contest plea accompanied by a court finding of guilty, regardless of whether there was an adjudication of guilt or a withholding of guilt. This does not apply if criminal charges resulted in an 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 Violent Felonies -** Regardless of the amount of time since 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 and alcohol offenses** within the past five years or multiple offenses in the past ten 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 years that would be considered a potential danger to children or is directly related to the functions of that volunteer.
Examples Include: *contributing to the delinquency of a minor,*

providing alcohol to a minor, theft-if person is handing monies, etc.

PENDING CASES

- **Pending cases-** anyone who has been charged for any of the disqualifying offenses or for cases pending in court should not be permitted to volunteer until the official adjudication of the case.

The Background Screening Process is an ongoing process and should be subject to review and changes at any time.

Photo Identification

District approved volunteer credentials are required to be worn for all those who have been approved through the screening process, to provide assurance that a volunteer is qualified and authorized to provide a public service and to build public awareness for quality volunteer management practices. User Groups are responsible to ensure that all those in direct supervision of all vulnerable individuals which includes the youth, elderly, and disabled individuals, etc. are background screened through the company of JCSD's discretion and are wearing the District approved volunteer badge. Volunteer credentials expire one year from the date of the approved background screening and can be revoked at any time.

Conclusion:

The guidelines for background screening volunteers are to be reviewed by the Eastvale Parks Commission every five (5) years. Questions regarding the background screening findings are to be directed to the professional screening company listed on the denial correspondence.