

BACKGROUND SCREENING POLICY

1. In an effort to protect the youth of Lincoln Parks and Recreation Department (LPRD) and ensure a safe environment for all of our community members, it is the policy of LPRD that all volunteers who have regular access to or repeated contact with participants must have a cleared background check on file with the City of Lincoln. This includes all head coaches, assistant coaches, and league managers. Refusal to comply will result in immediate dismissal from the program, even if the volunteer has been allowed to participate in the past.
2. All background checks will expire one (1) year from date of submission to the reporting agency. If the background check is set to expire during the commission of that sport, another background must be completed prior to the beginning of the season.
3. During any sponsored LPRD contest, practice, or event, there must be at least 1 (one) adult present who has successfully completed a criminal background check and registered as a coach with LPRD. If there is not one (1) adult present who has completed a background check with the City of Lincoln, the game, practice, or event may be halted or postponed until such an adult is available.
4. A written authorization for allowing the City of Lincoln to order an individual criminal background check is required by LPRD and it is the responsibility of the candidate for the volunteer or coaching position, the "Applicant", to fill out the background check consent form and return it as follows; Consent forms must be returned two weeks prior to the event taking place. Failure to provide a background check consent form by the deadline may disqualify the applicant from consideration for their volunteer or coaching position.
5. The City of Lincoln will administer all background screening procedures. The Athletic Director, or Assistant Athletic Director, shall receive the completed background screening consent forms and is responsible for transmitting the forms to the appropriate personnel with the City of Lincoln. The Athletic Director, and Assistant Athletic Director, shall collaborate with the Director of Parks and Recreation, the Director of Human Resources and the Mayor, where applicable, to review and evaluate results of the background screening reports.
6. Applicants found to be guilty of the following crimes will be immediately disqualified as a volunteer as outlined below. Guilty means the applicant was found guilty following a trial, entered a guilty plea, entered a no contest plea accompanied by the court's finding of guilty, regardless of whether there was an adjudication of guilt (conviction) or a withholding of guilt. This policy does not apply if criminal charges resulted in acquittal, dismissal or in an entry of "nolle prosequi":
 - a. Ever found to be guilty of:
 - i. Any felony conviction involving violence.
 - ii. Any felony conviction involving a minor.
 - iii. Any felony conviction involving a sexual offense.
 - b. Found to be guilty within the past seven (7) years of:
 - i. Any misdemeanor conviction involving violence.
 - ii. Any misdemeanor conviction involving a minor.
 - iii. Any misdemeanor conviction involving a sexual offense.



- c. Found to be guilty within the past five (5) years of:
 - i. Any crimes of moral turpitude or lack of integrity and/or character of an applicant, as determined by the City of Lincoln.
 - ii. More than one alcohol or drug related conviction.
 - d. Found to be guilty within the past two (2) years of:
 - i. Any conviction involving alcohol or drugs.
 - e. Should any pending charges described above be uncovered, or should any charges be brought against an Applicant during the volunteer's season/activity, the Applicant shall be suspended from serving as a volunteer until such time as the charges have been cleared or dropped and the appropriate City of Lincoln Officials have approved reinstatement.
 - f. It is the responsibility of the LRPD Volunteer to notify the Director of Parks and Recreation, Athletic Director or Assistant Athletic Director immediately should any charges be brought against an Applicant during the volunteer's season/activity.
7. All information 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. LPRD and its members are not responsible for errors or omissions that may be reported on background checks. The City of Lincoln and LPRD shall maintain all authorizations and records or reports in a confidential manner.