

St. Andrews Parish Parks & Playground Commission  
**Policy Manual**

<b>Section:</b>	3	<b>Topic:</b>	Criminal Background Checks
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Because teammates and volunteers of SAPPPC serve the public, including a large number of children, all prospective teammates and volunteers over the age of 18 are required to pass criminal background checks before being hired. Criminal background checks will also be conducted on an annual basis on seasonal teammates and volunteers.

Criminal background checks consist of a local, state and national law enforcement division background checks, social security verification and a national sex offender check. The cost of all background checks will be borne by the agency.

The Human Resources Director will request the criminal background checks. The results will be limited to those with a need for access, generally the Commission, Executive Director, Branch Directors and Human Resources Department; otherwise results will remain confidential. Applicants, teammates and volunteers may request a copy of their results from the Human Resources Director.

Employment or the opportunity to volunteer may be denied based on the criteria below. The Executive Director or the Commission Chairman, acting on behalf of the Commission, determines if the conviction matches the criteria for exclusion.

**Criteria for Exclusion:**

A person should be disqualified and prohibited from serving as a teammate/volunteer if the person has been found guilty of the following crimes: Guilty means that a person was found guilty following a trial, entered a guilty plea, entered a no contest plea accompanied by a court finding of guilty, regardless of whether there was an adjudication of guilt (conviction) or a withholding of guilt. This recommendation does not apply if criminal charges resulted in 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 Felony Violence – 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 10 years Examples include: simple assault, battery, domestic violence, hit & run, etc.

All misdemeanor drug & alcohol offenses within the past 10 years or multiple offenses in the past 15 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 7 years that would be considered a potential danger to children or is directly related to the functions of that volunteer. Example include: contributing to the delinquency of a minor, providing alcohol to a minor, theft – if person is handling monies, etc.