

**ACTION ITEM
BOARD OF SUPERVISORS**

DATE July 1, 2008

TO: Board of Supervisors

FROM Chris Hoppe *ak*
Director of Parks and Recreation

ISSUE Require Background Checks for Volunteers and Contract Instructors

STAFF RECOMMENDATION Approval

BUDGET IMPACT Budgeted in Account 100-7112-451-6027, \$5,130

ATTACHMENTS (3)

[1] Background Report [3] Reso/Ord/Proc # R08-361

[2] Memo dtd 6/24/08 [] Reso/Ord/Proc #

[] [] Reso/Ord/Proc #

REVIEW [X] County Administrator's Office *[Signature]*
[X] Legal *Joseph L. Howard Jr.*
[X] Budget Division *Kimberly A. Allen* *Lawrence Callier*

[X] **Consent Agenda** [] **Other Business** [] **Public Hearing**
[] **Discussion Item** [] **Presentation** [] **Unfinished Business**
[] **New Business**

PRESENTATION BY N/A

ELECTION DISTRICT N/A

BACKGROUND REPORT

The Parks and Recreation Department is seeking approval from the Board to obtain criminal background checks for all persons employed as contract instructors or volunteering directly with or in close proximity to children who participate in our programs. Attachment 2 outlines the proposed procedures that would be implemented.

At a meeting on June 19, 2008, the Parks and Recreation Commission recommended approval of performing these background checks. While there have been no incidents in which a child was harmed or endangered, performing background checks will ensure that children in our programs are in a safe environment.

Staff recommends approval of proposed Resolution R08-361.

Memorandum

Stafford County Department of Parks & Recreation

TO Anthony J Romanello
County Administrator

FROM Christopher J Hoppe
Director

DATE June 24, 2008

SUBJECT Background Checks for Volunteers & Contract Instructors

Our purpose is to ensure that any persons working or volunteering directly with or in close proximity to our children or youth programs, sports, etc , will have been screened at least one of three ways

After discussions with the Acting Director of Human Resources, Joseph Gilkerson, and Assistant County Attorney Elizabeth Lang, Parks & Recreation is recommending the County approve implementation of the following procedures starting July 1, 2008

- All *Volunteer Head Coaches and Assistant Coaches* are to have a criminal background check done if they are coaching for our department Payment for the background checks would come from the Sports Division's budget We estimate approximately 210-285 background checks a year
- Any *contract instructor* who teaches for our department will be required to have a criminal background check performed These instructors would be required to pay for their own background checks, which would be clearly stated in their contracts (These contract instructors generally work with our Community Recreation Division) We estimate approximately 15-30 background checks a year
- *Volunteers/Employees ages 15-17 years old, department wide*, will be required to sign our Sworn Statement or Affirmation Currently, only our Community Recreation Division Staff complete this form, as it was required for Virginia State Licensing for our camp program

The majority of organizations (SBL, SASA) renting space from our Department for their own programs require their coaches to be screened as part of their certification or hiring process (See attached matrix)

Our Sports Division has researched cost and services of several background screening agencies and has found several we would consider contracting with to provide the services of background checks on volunteer coaches and contract instructors Our Sports Division has funding available for these background checks to be completed in FY2009

Implementing the above, in addition to what the County already requires for regular employees, will promote a peace of mind that our children are in a safe environment

Please call me at X4870 if you have questions or require additional information

CJH CBS jls

Attachment

6/24/08

Background Check Breakdown

Below is a listing of organizations that either rent space from us or are co-sponsored by Stafford County Parks & Recreation * and the degree, if any, that their coaching staff, paid or volunteer, are checked for either local or state criminal records or sex offender background checks

Organization/ Users	Are they screened?	Screened by what Authority?	Type or screening, if specified
Currently			
SASA*	Yes	VYSA youthleaguesusa.com Choice Point	Criminal History
SBL*	Yes	Choice Point	Nat'l Sexual Offender Registry & Criminal History
SLA	No response		
AYF	No response		
I9	Yes	www.backgroundchecks.com	Criminal History- Any convictions
Quantico Sharks Swim Team	Yes- any registered swim coach with USA Swimming	USA Swimming www.telogic.com	Criminal History
QDD Swim Team	Yes- any registered swim coach with USA Swimming	USA Swimming www.telogic.com	Criminal History
STAT Swim Team	Yes- any registered swim coach with USA Swimming	USA Swimming www.telogic.com	Criminal History

PROPOSED

BOARD OF SUPERVISORS
COUNTY OF STAFFORD
STAFFORD, VIRGINIA

RESOLUTION

At a regular meeting of the Stafford County Board of Supervisors (the Board) held in the Board Chambers, Stafford County Administration Center, Stafford, Virginia, on the 1st day of July, 2008

<u>MEMBERS</u>	<u>VOTE</u>
George H Schwartz, Chairman	
M S "Joe" Brito, Vice Chairman	.
Harry E Crisp II	
Mark Dudenhefer	
Paul V Milde III	
Cord A Sterling	
Robert "Bob" Woodson	

On motion of , seconded by , which carried by a vote of , the following was adopted

**A RESOLUTION TO REQUIRE BACKGROUND CHECKS FOR
PARKS AND RECREATION VOLUNTEERS AND CONTRACT
INSTRUCTORS**

WHEREAS, the purpose of performing background checks is to ensure a safe environment for children who participate in Parks and Recreation programs, and

WHEREAS, at a meeting on June 19, 2008, the Parks and Recreation Commission endorsed the Plan,

NOW, THEREFORE, BE IT RESOLVED by the Stafford County Board of Supervisors on this the 1st day of July, 2008, that the Board be and it hereby does require background checks be performed for Parks and Recreation volunteers and contract instructors, except for volunteers and employees between the ages of 15 and 17 who shall be required to sign the County's sworn statement or affirmation

AJR CJH jls