



Beaufort County Parks and Recreation Volunteer Background Screening Policy

Purpose

To establish guidelines wherein Beaufort County seeks to protect youth program participants, volunteers, and the general population of participants, partake in a safe and secure environment, by conducting a comprehensive background screening that includes civil/criminal background, sex offender registry, and security watchlist on all persons interested in volunteering in County administered athletic programs, and/or events conducted by Beaufort County Parks and Recreation (“BCPR”).

Disqualifying Offenses

Following completion of a comprehensive background check, the following offenses may disqualify an individual from volunteering with any BCPR program. The list provided herein is not an exclusive list, all felonies and misdemeanors found will be reviewed and assessed based on criteria set by the County’s Review Committee, who consists of the Department Head of Parks & Recreation; Department Head of HR/Risk Management; County Administrator and/or legal staff. An individual may be disqualified for any of the following offenses:

- Sexual misconduct with certain developmentally disabled clients or mental health patients, and reporting of such sexual misconduct
- Adult abuse, neglect, or exploitation of aged persons or disabled adults or failure to report such abuse
- Criminal offenses that constitute domestic violence, whether committed in South Carolina or in another jurisdiction
- Murder, Manslaughter, aggravated manslaughter of an elderly person or disabled adult, or aggravated manslaughter of a child
- Vehicular homicide
- Assault or Battery (any level of offense), including sexual battery
- Kidnapping, taking, luring or enticing a child
- Exhibiting firearms, electric weapon, destructive device or weapons within 1,000 feet of a school
- Prohibited acts of persons in familial or custodial authority
- Unlawful sexual activity with minors, sexual performance by a child
- Prostitution
- Lewd and lascivious behavior or exposure
- Arson
- Burglary
- Voyeurism or video voyeurism, if the offense is a felony
- Theft and/or robbery and related crimes, if offense is a felony
- Fraudulent sale of controlled substances, if offense was a felony
- Child abuse, aggravated child abuse, or neglect of a child
- Contributing to the delinquency or dependency of a child
- Negligent treatment of children
- Resisting arrest with violence

- Escape; Aiding in an escape; Aiding in the escape of juvenile inmates in correctional institution; Harboring, concealing, or aiding an escape prisoner
- Encouraging or recruiting another to join a criminal gang
- Drug abuse prevention and control only if the offense was a felony or if any other person involved was a minor
- Sexual misconduct in juvenile justice programs

Application Procedure

- Applications and consent/release forms may be obtained from the Beaufort County Parks & Recreation website at: <https://www.bcscrec.com/coaching>
- Human Resources will process the background check screening and the volunteer will receive a clearance card by mail indicating if they passed or failed.
- If a volunteer failed their background check, they will be provided a copy of their report along with “A Summary of Your Rights Under the Fair Credit Reporting Act”.
- BCPR Department must receive formal notification from Human Resources that the volunteer has received clearance prior to the volunteer conducting any services.
- Background clearances are only valid for 12 months. BCPR Department will be responsible for obtaining a copy of the clearance card from the volunteer and recording the date of receipt and expiration.
- All services must end if the volunteer’s clearance has expired and until the volunteer completes a new background check and receives an updated clearance.

Notification

It is the responsibility of each volunteer to report any criminal incidents that may occur during their time of service. Upon learning of this, it must be reported to the BCPR Director and the Beaufort County Human Resource Director.

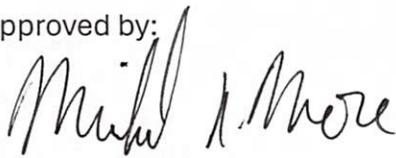
Code of Conduct

A Code of Conduct allows Beaufort County to define the expectations for those individuals serving as contractors and/or volunteers. Every volunteer will be required to sign, pledge, and adhere to a Code of Conduct.

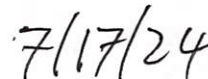
Identification Cards

- Upon satisfactory completion of the Youth Program Background Check Policy process, participating individuals will be issued and required to wear a county-issued photo I.D. card at all times.
- Cards will be valid for one calendar year. These cards are color coded, and the color of the badge will change annually.
- The cost for a replacement Identification Card will be \$5.00

Approved by:



 Michael R. Moore
 Beaufort County Administrator



 Date