



GUIDELINES FOR ACCEPTING VOLUNTEERS

The City of Fort Dodge is dedicated to maintaining safe environments for our programs, activities, and services. Therefore, we must be aware of potential risks and take precautionary measures to protect participants, employees, and the public. All volunteers, especially those who would work with children or vulnerable adults, are subject to a comprehensive background screening, which includes social security verification, address trace, federal criminal, nationwide criminal, statewide criminal history, and sex offender registries check. Proof of identification in the form of a government-issued photo ID is required. If the individual does not have access to a government-issued photo ID, they must provide two other forms of ID, that together, reasonably identify the individual (e.g., Social Security Card, Birth Certificate, School ID with photograph, etc.). Background investigations will be conducted with written consent of the applicant. All volunteers are to be rescreened every two years.

RECOMMENDED CRITERIA FOR EXCLUSION

A person may be disqualified and prohibited from serving as a volunteer if the person has been found guilty of any of the following crimes. *For purpose of this policy, guilty shall mean that a person was found guilty following a trial, entered a guilty plea, entered a no contest plea accompanied by a court finding of guilt (regardless of adjudication), or received court directed programs in lieu of conviction.*

SEX OFFENSES

- Any Sex Offense – 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 7 years. Examples include simple assault, battery, domestic violence, hit & run, etc.
- Two or more misdemeanor drug & alcohol offenses within the past 5 years or multiple offenses in the past 10 years. Multiple offenses on the same date will be taken under consideration during the evaluation process. 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 5 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 handling monies, etc.



PENDING CASES

It is recommended that 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.

RESULTS

If an individual has a result that renders them ineligible or unsuitable to serve as a volunteer, the individual may challenge the factual accuracy of the results. That is, the individual is allowed the opportunity to demonstrate that the results found were not related to them or that the charge is otherwise not correctly recorded. They must notify the City within 45 days of being provided the results of their intent to challenge the factual accuracy. The individual may then be given a reasonable period of time to secure and provide additional documentation to challenge the results. If the individual does not provide this information, the decision will stand.

CONFIDENTIALITY

Information received during the screening process will not be disclosed outside of the organization and will be shared within the organization only on a "need to know" basis. Any signed consent/release forms, which contain personal data, will be maintained in Human Resources and accessed only by authorized personnel. Under certain circumstances, when required by law, the City may have a duty to disclose to third parties, including government agencies, certain types of information obtained through the screening process.

The background screening process is an ongoing process, subject to review and change at any time. Updates will be shared with staff as they arise.