

DEPARTMENT OF PARKS, RECREATION AND COMMUNITY SERVICES

**Background Check and Security Standard Operating Procedures**

**Mission:** It is the Recreation and Community Services Divisions' mission to provide wholesome recreation, encourage the development of athletic skills, character, responsibility, and sportsmanship of the highest quality through constructive leisure activities. The Background Check and Security Standards are meant to provide guidance on providing the safest possible atmosphere for all participants and visitors that utilize City of Jacksonville Athletic Parks.

All athletic associations, sports organizations, or other organizations that sponsor sports programs and are utilizing City facilities either through a license agreement or a long-term permit, will be subject to the standards listed below.

**BACKGROUND CHECKS**

All Associations using City facilities either through a license agreement or a long-term permit are required to follow the City of Jacksonville National Volunteer Background Screening Policy. Background Checks are required regardless of league affiliation if the association utilizes City facilities for practice, games or other association functions.

All coaches and board members will be required to sign a Volunteer Background Application Form giving the Association and/or the Parks and Recreation Department permission to perform a background check to determine their eligibility as a volunteer. Volunteers who have the ability to be one-on-one with any youth or vulnerable adults will also be required to go through this process. All background checks are for security purposes.

The City will pay for the cost of background checks performed through the City's Background Check provider. Volunteer Background Forms are available and can be scheduled at the Recreation and Community Services Athletics Office. Failure to comply with this requirement will place use of city facilities in jeopardy.

**GAME DAY SECURITY**

In efforts to provide the safest atmosphere possible, all athletic associations, sports organizations or other organizations that sponsor football programs, will be required to follow the standards for Game Day Security.

Game Day schedules should be provided to the Athletics Office each season. For all Game-Days with 3 or more games, JSO, or uniformed armed security with a Vehicle will be required to be onsite. Game Days with more than 6-games may require more than 1 officer, based on JSO recommendations. An invoice for services from JSO or the security service will be required to be submitted to the Athletics Office by 12 Noon the Friday before game day. Each week, the Department will share Game Day schedules with JSO for purposes of JSO to provide an additional presence in the areas of heavier than normal activity.

Game Day Security measures will be monitored over the course of the season and adjusted as necessary.