

Butts County Leisure Services
YOUTH VOLUNTEER / BACKGROUND CHECK POLICY STATEMENT

Whereas, by and through the Butts County Leisure Services instituted a procedure on December 11th, 2017, whereby all volunteer coaches and other persons who undertake responsibilities involving unsupervised access to children participating in Recreation programs must first submit to a criminal background check.

Whereas, The Butts County Board of Commissioners and Butts County Leisure Services Department have determined that it is necessary and proper to adopt and institute certain policies related to the use of and interpretation of the results of said background checks/criminal history report documentation.

Now therefore, Butts County Leisure Services does hereby adopt and institute the following policies and procedures relative to volunteer coaches background checks:

1. All results of background checks undertaken with consent including but not limited to, printouts of SSCI, GCIC, and NCIC records will be maintained in the custody and control of the Butts County Leisure Services director.
2. All records related to said background checks will be held inviolate. No portion of said documents shall be disseminated in any way, except that the Butts County Leisure Services personnel, the Butts County Sheriff, the Butts County Administrator, and the Butts County attorney shall have access to said records where the eligibility and suitability of any candidate/applicant is called into question following a records check. Records will be kept in a locked cabinet and be maintained by the Leisure Services director.
3. Butts County Leisure Services will institute its background check procedures for coaches on an annual basis. However, if a volunteer coach or any other person having access to children participating in recreation programs consistently participates in said programs then such person shall only be required to submit to a background check every two(2) years.
4. The Butts County Leisure Services Director shall review the results of all background checks and shall determine an applicant's eligibility and suitability to volunteer in Butts County Leisure Services Programs.

If an applicant has been arrested or is currently charged for a violation, they will be put on hold until a disposition of the case has been made.

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A. Individuals convicted of the charges listed below will be automatically denied.

1. Child molestation, rape or any sex crimes
2. Murder and felony murder
3. Felony Aggravated Assault
4. Multiple alcohol related convictions within a recent three-year period.
5. A felony-controlled substance conviction within three years
6. Any other crime that bears upon his/her fitness to have responsibility for safety and well-being of children.

B. The following charges will require further information to make a determination on their suitability to serve as a volunteer coach. Note: Charges one and two will require a review by the Sheriff's office to determine if the charges require automatic disqualification.

1. Any battery, family violence
2. Cruelty to children
3. Other violations of a Controlled Substance not outlined in #5 above
4. Single alcohol related violations
5. Simple battery, where the victim is a minor
6. Contributing to the delinquency of a minor

C. If the applicant/volunteer has been convicted, arrested or is currently charged with any other crime not listed in A or B above, the director will consider:

1. The date/age of each conviction, arrest and/or charge
2. The disposition of each conviction, arrest and/or charge as shown on a SSCI, NCIC, or GCIC print out which has been provided to Butts County Leisure Services
3. The number and frequency of each conviction; and
4. If an applicant has a prior criminal history the director should consider whether such history bears upon an applicant's eligibility and suitability to have unsupervised access to children participating in recreation programs.

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5. It is the policy of Butts County Leisure Services to consult with the Butts County Sheriff, the Butts County Administrator, and if necessary the County Attorney in arriving at any decision regarding the suitability and eligibility of questionable applicants.
6. Individuals denied will be called and sent a letter outlining the appeal process.
All persons whose applications are denied shall have the right upon written request within ten (10) days of being denied, to review SSIC, GCIC, and NCIC records, which form the basis for their denial.
7. As a part of the appeal process set in this paragraph, the applicant shall have the right to:
 - (A) Obtain a copy of any background check report; And
 - (B) Challenge the accuracy and completeness of any information contained in such report with the reporting agency
 - (C) Request a meeting with the Butts County Leisure Services Director and Leisure Services staff responsible for the program, pursuant to a request for reconsideration of the denial of the applicant.

These policies were revised and are made effective this 11th day of April 2022.

Joe Brown Chairman, Butts County Board of Commissioners

Brad Johnson, County Manager

Mary Lynn Overbey, Butts County Department of Leisure Services Director