



LAKE VILLA TOWNSHIP BASEBALL BACKGROUND CHECK POLICY

Coaches, Employees, Contractors, and Volunteers

Resolution

In order to preserve the safety and well being of the youth in our community that participate in Lake Villa Township Baseball (LVTB) programs, the following policy has been adopted requiring background screening for all volunteer baseball and softball coaches, employees, contractors, and volunteers.

To ensure that the children affected by LVTB receive the highest quality experience, we have the responsibility to select the most qualified individuals - those who understand our goals and who will not create additional risks for the organization and/or its participants.

Implementation

Criminal background checks will be mandatory for all coaches annually, and prior to the beginning of the season they coach. If a coach returns for an additional season within the same calendar year, their annual requirement will have been met and they will not require additional screening.

For LVTB employees and approved contractors, mandatory annual background checks will be performed on all persons 18 years of age or older who directly supervise or have frequent contact with individuals under the age of 18, through the course of performing their duties for the organization. These checks will be performed prior to the employee or contractor performing any duties for that calendar year.

This policy also mandates annual screening of all LVTB volunteers. This includes all members of the Board of Directors, committee members, and any other person 18 years of age or older volunteering for LVTB in a capacity that requires supervision or frequent contact with any individuals under the of 18. Members of the Board of Directors will be screened prior to the elections to be held at the annual meeting of the Directors in October. The checks for all other volunteers will be performed prior to the date of service.

All coaches, employees, contractors, and volunteers will be required to submit information and authorization online allowing LVTB to order an individual background check. All required information must be submitted by the designated due date. Failure to comply by the deadline may disqualify the coach, employee, contractor, or volunteer from performing any duties.

The background checks are mandatory, and no exceptions will be made for any individual for any reason, including their place of employment and/or the existence of background checks recently run by other organizations. In addition, LVTB reserves the right to conduct random checks on all coaches, employees, contractors, and volunteers each year.

Screening Process

LVTB has selected to utilize the services of Southeastern Security Consultants, Inc. (SSCI) to perform the background checks. Applicants will submit authorization and required information with E-signature in an Online Screening System customized for LVTB. The background checks include the following:

- Verification of Identity
- Identification of Current & Past Addresses
- Thorough Local Criminal Record Search (multiple if needed based on current and past addresses)
- National Criminal Record Search
- Review of Sex Offender Registries in all 50 States and District of Columbia

Within 3-5 days, LVTB will receive a Profile Report on each person that has submitted online. This profile will include all relevant information related to the background screening process. If there is no criminal record found, this will be noted on the profile along with the jurisdiction that was searched. If conviction(s) are found, all details including charges, court disposition(s), and sentencing will be provided. ***If the profile includes any of the disqualifications listed below, LVTB will be notified immediately that the volunteer may be disqualified and, therefore will not be allowed to perform any duties for the program.*** The individual who has been disqualified will receive written notification informing the individual of his/her disqualification and information on how to dispute the results of the profile and his/her right to appeal. SSCI will contact any applicant whose information requires verification.

Disqualification

A person will be disqualified and prohibited from serving for LVTB if he/she has been found guilty of the following crimes. Guilty means the individual was found guilty following a trial, entered a plea of guilty or nolo contendere, entered a no contest plea accompanied by court's finding of guilty, regardless of whether there was an adjudication of guilt (conviction) or a withholding of guilt or the record has been expunged. This policy does not apply if criminal charges resulted in acquittal or dismissal.

1. All sexual offenses, regardless of the amount of time since the offense. Examples include, but are not limited to:
 - Child molestation, rape, sexual assault, sexual battery, sodomy, prostitution, solicitation, indecent exposure.
2. All felonies that constitute offenses against the person, regardless of the amount of time since the offense. Examples include, but are not limited to:
 - Murder, manslaughter, aggravated assault, kidnapping, robbery, aggravated burglary.
3. Any crimes involving children, regardless the amount of time since the offense.
4. All felony offenses other than those against the person or sexual within the past 10 years. Examples include, but are not limited to:
 - Drug offenses, theft, embezzlement, fraud.
5. All misdemeanors that constitute offenses against the person within the past 7 years. Examples include, but are not limited to:
 - Simple assault, battery, domestic violence, hit & run.

6. 2 or more misdemeanor drug or alcohol offenses within the past 7 years. Examples include, but are not limited to:
 - Driving under the influence, simple drug possession, drunk and disorderly, public intoxication, possession of drug paraphernalia.
7. Any other misdemeanor within the past 5 years that could be considered a potential danger to children or is directly related to the functions of the applicant. Example of this is theft if the person is handling LVTB funds or other property.
8. Been adjudged liable for civil penalties or damages involving sexual or physical abuse of children.
9. Been subject to any court order involving sexual abuse or physical abuse of a minor, including but not limited to a domestic order of protection.
10. Had their parental rights terminated.

For offenses listed in numbers 4-7, prior to the time period noted, the Board of Directors may consider accepting the applicant on a case by case basis. Careful consideration will be given to the nature of the offense, the rehabilitation of the individual, and the offense as it relates to the position being applied for and the potential risk to children.

Appealing Decisions

Any individual denied by LVTB may request an interview/review by the “Background Check Sub-Committee”. The vote of the sub-committee regarding the appeal will be final.

How to Appeal

To appeal a decision, a person must file a notice of appeal. The notice of appeal must be mailed by registered mail to the LVTB President within 30 days of receiving the background check notification letter. A copy of the decision that is being appealed (e.g., the notification letter) should be included with the notice of appeal.

In order for the notice of appeal to be accepted, it must include:

1. The full name and address of the appellant.
2. The name and address of the person, if any, making the request for an appeal on behalf of the appellant (e.g., lawyer or spokesperson).
3. The ground for the appeal (provide a detailed explanation of the appellant’s objections to the decision; describe additional facts or factual errors in the decision).
4. The particulars relevant to the appeal (describe any background facts that relate to the appeal including how the appellate is affected by the decision).
5. A description of the relief requested (what do you want the Board to do at the end of the appeal).
6. The signature of the appellant or the appellant’s representative.

Handling of Information

The Director in charge of the program for LVTB will administer the process of background checks for that particular program. He/she will be responsible for providing the Coordinators direction on how to instruct applicants to apply using the Online Screening System. He/she will be responsible for reviewing the information received. ***All information received as a result of the screening process will be kept confidential. The results will not be disclosed to anyone other than the appropriate members of the Board of Directors.***

Should information be found that would prevent an individual from being accepted, LVTB will be responsible for issuing any required written notices to the individual in a confidential manner. The individual is responsible for taking the appropriate action to have the results of the criminal check report corrected if they believe information was reported in error.

LVTB is also responsible for securing any required written results of the criminal background checks in a safe and secure location and keeping them for the time period required by law, or 6 years, whichever is greater.

Should the background check indicate that an individual has criminal charges pending that fit the description of charges detailed in our infractions list, the individual may be rejected until there is a resolution of the charges. Should an approved individual subsequently have any criminal charges brought against him/her that are listed in the detailed disqualification list during their term of service to LVTB, they will be required to immediately disclose the nature of the charges to LVTB and voluntarily terminate their duties until a determination is made by LVTB regarding the effect of the pending charges on the individual's functions within the League.

Non-waiver

Nothing in this policy shall be construed as a waiver or limitation of the discretion of LVTB to disqualify an applicant for an employment or volunteer position when, in the sole opinion of LVTB, such is in the interests of LVTB and/or League participants.