



GUIDELINES FOR ACCEPTING VOLUNTEERS IN POSITIONS WORKING WITH CHILDREN OR VULNERABLE ADULTS

Since the Town of Davie is responsible for maintaining safe environments within our programs, we must be aware of the potential risks and safeguards to protect participants and the community in which our programs operate. Our volunteers shall be considered with the same scrutiny as paid staff and be recruited, screened, trained, supervised, and evaluated with the same standards as paid staff.

In accordance with the National Recreation and Park Association Guidelines we shall conduct Level 2 screening of all volunteers, which shall include Florida Department of Law Enforcement Information and information from the Federal Bureau of Investigation as well as Sex Offender/Sexual Predator databases. Additionally, volunteers shall be screened on an annual basis.

Recommended Criteria for Exclusion

Guilty means that a person was found guilty following a trial, entered a guilty plea, entered a no contest plea, regardless of whether there was an adjudication of guilt (conviction) or a withholding of guilty. This recommendation does not apply if criminal charges resulted in acquittal, nolle prosequere, or dismissal.

A person should be disqualified and prohibited from serving as a volunteer if the person has been found guilty of the following crimes:

Sex Offenses

- All Sex Offenses-regardless of the amount of time since offense.

Felonies

- All Felony Offenses involving violence-regardless of the amount of time since offense.
- All Felony Offenses other than violence or sex within the past 10 years.

Misdemeanors

- All misdemeanor violence offenses within the past 7 years.
- All misdemeanor drug and alcohol offenses within the past 5 years or multiple offenses in the past 10 years.
- 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, including but not limited to any items listed on the State of Florida Affidavit of Good Moral Character. Juvenile records shall be included.

Volunteers are required to acknowledge records regardless of whether or not those records have been sealed or expunged if listed on the State of Florida Affidavit of Good Moral Character.

Volunteers who are not selected will receive notice of their non-selection. 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 has been received by the Volunteer Coordinator.



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Exemption Process

Volunteers who have not been selected as a result of the screening process may seek exemption if he or she meets the following criteria:

- A three year waiting period related to commission of a felony. The period shall be calculated after the volunteer has completed or been lawfully released from confinement, supervision or sanction for the disqualifying felony (this includes offenses committed as a juvenile).
- For individuals who have committed a misdemeanor, he or she may request consideration after non-selection, after the volunteer has completed or been lawfully released from confinement, supervision or sanction for the disqualifying offense.
- Individuals designated as a sexual predator, sexual offender or career offender are not eligible for an Exemption, unless the requirement to register as a sexual offender has been removed pursuant to Florida Statute 943.04354.

Exemptions shall be requested through the Volunteer Coordinator and a three member panel shall review information including but not limited to the following:

- arrest reports;
- dispositions;
- employment history;
- evidence of community involvement;
- other criminal history;
- length of time between offense and subsequent violations;
- severity of the harm or risk to the victim or victims;
- two (2) reference letters (excluding Town of Davie employees); and
- any evidence of rehabilitation the volunteer deems appropriate.

The Panel shall consist of the Chief of Police, the Parks & Recreation Director and the Assistant Town Administrator.

If the majority of the panel approves a recommendation to permit an exemption, then the exemption request shall be granted. Notice of approval shall be sent via regular USPS mail. If the applicant is denied, they shall be notified via certified mail. If the panel does not approve the exemption, the panel will notify the Volunteer Coordinator and cc the Town Administrator with the non-selection letter.