

## Vadnais Heights Parks and Recreation

### Volunteer Youth Sports Coach Background Check Policy and Disclaimer

Vadnais Heights is dedicated to providing safe experiences for youth participating in its programs. The City screens for coaches who might present a threat or do harm to children and reserves the irrevocable right to exclude individuals from coaching based on criteria listed below. Vadnais Heights performs criminal history background screenings through the Ramsey County Sheriff's Department.

**Vadnais Heights has the sole discretion to deny coaching positions to potential volunteers that may pose a threat to vulnerable subjects, such as children, game officials, administrators, opposing players/coaches and spectators regardless of whether or not the results of the Background Check directly violate any of the listed criteria in this Policy and Disclaimer.**

The policy below is reflective of national best practices.

#### **What We Screen For:**

*Note – this list provides guidance for the Vadnais Heights program, and may not include all possible results of the background check process. Ramsey County Sheriff's Office performs a comprehensive check of Minnesota criminal history including adult arrests less than one year old and adult arrests resulting in conviction. All results are considered in coaching eligibility and evaluated on a case-by-case basis.*

**a) a minor**

*Screening includes but is not limited to crimes such as:*

Indecent solicitation of a child

Abandonment/Endangerment of a child

Sexual abuse of a child

Child molestation

Child abuse

Furnishing alcohol to a minor

Sexual conduct with a minor

Aggravated sexual abuse/assault of a child

Indecency with a child

Kidnapping

**b) the use, possession, or sale of a controlled substance**

*Screening includes but is not limited to crimes such as:*

Possession

Possession with intent to distribute

Trafficking

Possession of drug paraphernalia

Drug Manufacturing and Cultivation

**c) the use or threatened use of violence against a person or property**

*Screening includes but is not limited to crimes such as:*

Murder

Theft/Burglary/Armed Robbery/Larceny

Breaking & Entering

Assault (Simple and Aggravated)

Disorderly conduct

False Imprisonment

Escape from penitentiary

Domestic violence/abuse

Manslaughter

Harassment

**d) a sexual offense**

*Screening includes but is not limited to crimes such as:*

Prostitution

Rape

Sexual Assault

Solicitation

Indecent Exposure

Statutory Rape

Child Pornography

Pimping and Pandering

**e) illegal gambling and financial crimes**

*Screening includes but is not limited to crimes such as:*

Embezzlement  
Identity Theft  
Fraud

**Definition of a Felony**

Any crime that results in the eventual conviction of what was originally a Felony level charge.

Includes:

- Felony level crimes that were “plead down” or conviction of lesser level crime due to acceptance of a plea bargain.
- Lowering of crime level due to successful completion of terms of probation.

**Crimes that violate criteria for coaching eligibility include but are not limited to:**

- ANY Felony level conviction in last ten (10) years
- More than one (1) Felony on Lifetime Criminal Record
- ANY conviction of a crime of a sexual nature
- ANY conviction of a crime resulting in loss of life
- Multiple violent offenses (minimum of 3) on Lifetime Criminal Record
- ANY Felony level Domestic Abuse convictions on Lifetime Criminal Record
  - More than one (1) lesser level domestic abuse convictions in last ten (10) years
- Three or more DWI/OWI/DUI (alcohol related offenses) in last 10 years

**Denial of Coaching Position: Process and Procedure**

- Coaches that have been denied a coaching position will be required to supply additional LEGAL DOCUMENTATION in order to dispute the background screen results. See below for more information.
  - Letters of Reference are NOT accepted.
  - Letters of Appeal are NOT accepted.
- Crimes of all levels (reckless misconduct, misdemeanor, gross misdemeanor and felonies) will be considered when screening a coach applicant.
- Upon receipt of information that indicates that an applicant will be denied a coaching position, a notification letter will be sent to the applicant. A copy of the screening report will be sent to the applicant.
- The applicant will have 7 calendar days in which to dispute any information that is inaccurate or incomplete. If the applicant does not provide adequate LEGAL DOCUMENTATION to dispute the findings in the background screen, the information will be deemed true and accurate.

**Disclaimer**

The VH Park & Rec program includes screening for coaches who might present a threat or do harm to children and it reserves the irrevocable right to exclude coaches from volunteer positions based on criteria listed above. VH Park & Rec performs a criminal record check based on BCA records through the Ramsey County Sheriff’s Department. VH Park & Rec does not perform a credit report for financial information, such as bankruptcies or assets and liabilities; or verify employment or education claims.