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BOARD OF ALDERMEN - ORDINANCE COMMITTEE

Special Meeting

Thursday, March 3, 2016

7:00pm

Aldermanic Chamber, City Hall

253 Main Street, 2nd Floor

Ansonia, Connecticut

AGENDA

1. Pledge of Allegiance
2. Roll Call
3. Public Session
4. Discussion of Draft Volunteer Screening Policy with Ansonia Board of Recreation and staff
5. Action on Screening policy, if any
6. Adjournment

Matthew Edo, Chairman

City of Ansonia

LEGAL POLICY MEMORANDUM, SUBMITTED BY CORPORATION COUNSEL

VOLUNTEER COACHES BACKGROUND CHECKS

I. Effective Date: April 1, 2016

II. Purpose

To provide the safest environment possible for children who are under eighteen years of age and who are involved with youth sports sponsored by the City of Ansonia's Department of Recreation. Perform mandatory comprehensive background checks on all volunteer youth head coaches and assistant coaches. In doing so the City of Ansonia seeks to:

1. Foster an environment that puts the needs of children first.
2. To discourage people who have a history of inappropriate behavior or who are unfit to work with children as volunteer coaches.
3. To further clarify and reinforce the standards and expectations of our youth sport programs.

III. Program

1. Under the guidance and services of New England Computer Forensics, LLC the City will be provided with an effective criminal conduct background check.
2. All head and assistant coaches will be required to complete a Consent/Waiver form in order to have a comprehensive and time effective background check completed.
3. All results will be kept confidential and secured at the Department of Recreation and only those essential city and co-sponsored designated League Representatives who need to know details of the report will be allowed access to results.
4. Coaches who meet one or more of the identified criteria for disqualification will not be approved to coach in any city sponsored or city co-sponsored youth program.
5. Coaches will need to complete an annual background check.

6. The identified criteria shall constitute the **minimum standard** for serving as volunteer youth head coach or assistant coach. Noting shall prohibit a city sponsored or co-sponsored youth program from instituting more restrictive criteria for disqualification of coaches, volunteer coaches or program volunteers.

IV. Criteria for disqualification

Any individual found guilty of or entering a guilty plea for the following offenses:

- **All sex offenses**— regardless of date of crime.
- **All criminal or felony violence against children** - regardless of date of crime.
- **Any current court ordered protective, restraining, or restrictive order regarding children.**
- **Any other felony or misdemeanor that the City of Ansonia Board of Recreation considers dangerous to children** – regardless of date of crime.

Additionally, an individual shall be disqualified for the following:

- **Refusal to consent to a criminal background check.**
- **False statement in connection with such criminal background check.**

Any coach who meets one or more of the above criteria shall **not** be eligible to coach, regardless of age of victim. In some cases (pending further investigation) the city and league will not limit these disqualifying criteria to convicted status only. Additional information may be required.

V. Disputing Results of Report

The Director of Recreation will send the applicant via certified mail a “Pre-Adverse Action Notification” letter along with a copy of the report that was authorized when applying for a position as a volunteer coach. If the report contains any inaccurate or incomplete information the applicant should contact the Director of Recreation in writing within five days of receiving the “Pre-Adverse Action Notification”.

VI. Administration and Enforcement

The City of Ansonia’s Recreation Director, working under the supervision of the Ansonia Recreation Department, shall be responsible for the administration and enforcement of this program.