



## Village of Suamico Background Check Policy

### Criteria for Exclusion in Volunteer Positions

The Village of Suamico has a desire to protect the safety and welfare of its youth during their participation in all sports, athletic activities, programs and special events that are sponsored or co-sponsored by the Village. Recognizing the nation-wide incidence of crimes against children requires pro-active steps to provide protection to children participating in organizations involving sports, athletics, educational/recreation programming and special events.

The Village requires that all adults, 18 years or older, that utilize the Village athletic facilities, or the facilities secured by the Village as part of any Village sponsored youth sports, athletic activities, programs and special events shall be required to submit themselves to undergo a criminal background investigation prior to their participation as a head coach, assistant coach, instructor, board member or any other position acting in an official capacity with any organization directly overseeing any Village sponsored or co-sponsored sports, athletic activities, programs or special events.

#### Procedure

In order to screen all volunteers, board members, coaches and officials, the sponsor or co-sponsor Groups must verify and implement the following procedures.

#### Criminal Background Investigation

The Village will require that criminal background investigations be made of all adults volunteering to serve as a head coach, assistant coach, instructor, board member or any other position acting in an official capacity with any organization directly overseeing any Village sponsored or co-sponsored sports, athletic activities, programs or special events.

1. After initial compliance and every twenty-four (24) months thereafter, all volunteers as stated above must undergo a criminal background investigation.
2. Criminal background investigations must be performed prior to the volunteer being assigned any duties or responsibilities at any Village sports or athletic facilities. The Village may determine the time of year the investigations are to be conducted depending on the beginning of their practice season(s) or events.
3. Game officials used who are not affiliated with the Village are not subject to the Village's criminal background investigation policy; however the Village may choose to require those officials to submit to a criminal background investigation.
4. Employees of subcontracted instructors who are not affiliated with the Village are not subject to the Village's criminal background investigation policy; however the Village may choose to require those instructors to submit to a criminal background investigation.

## Grounds for Disqualification

1. A person who is required to register as a sex offender under Chapter 301.35, Wis. Stats., who is required to register as a sex offender under Federal Statute, or who is required to register in any other State of the United States, will be disqualified.
2. A person will be disqualified and prohibited from serving as a volunteer if the person has been found guilty of the following list of crimes below or similar crimes: guilty means that a person was found guilty following a trial, entered a guilty plea, entered a no contest plea accompanied by a court finding of guilty, regardless of whether there was an adjudication of guilt (conviction) or a withholding of guilt. This recommendation does not apply if criminal charges resulted in acquittal, Nolle Prose, or dismissal.

### SEX OFFENSES

- All Sex Offenses – Regardless of the amount of time since offense.  
Examples include: **child molestation, rape, sexual assault, sexual battery, sodomy, prostitution, solicitation, indecent exposure, etc.**

### FELONIES

- All Felony Violence – Regardless of the amount of time since offense.  
Examples include: **murder, manslaughter, aggravated assault, kidnapping, robbery, aggravated burglary, etc.**
- All Felony offenses other than violence or sex within the past 10 years.  
Examples include: **drug offenses, theft, embezzlement, fraud, child endangerment, etc.**

### MISDEMEANORS

- All misdemeanor violence offenses within the past 7 years  
Examples include: **simple assault, battery, domestic violence, hit & run, etc.**
- All misdemeanor drug & alcohol offenses within the past 5 years or multiple offenses in the past 10 years.  
Examples include: **driving under the influence, simple drug possession, drunk and disorderly, public intoxication, possession of drug paraphernalia, etc.**
- 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.  
Example include: **contributing to the delinquency of a minor, providing alcohol to a minor, theft – if person is handling monies, etc.**

### PENDING CASES

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.

This list of offenses is not intended to be all-inclusive and in no way sets limits on the offenses that are deemed grounds for disqualifying an individual from affiliation with the sponsor or co-sponsored programs