

**City of Chipley
Recreation
Background Screening Policy**

PURPOSE: The City of Chipley values the safety of individuals who use our parks and facilities and we take pride in our programs and commitment to the community. Consistent with this commitment, the City of Chipley has established measures to protect children participating in organized recreational activities sponsored by the City of Chipley and/or its youth sports organizations to include instituting a mandatory annual criminal background check for all persons who volunteer and interact with our children. It is the objective of this policy to provide a safe environment for our children by prohibiting individuals with records of particular criminal conduct from volunteering in our youth programs.

POLICY: A background check process shall be conducted for the following positions to include, but not limited to head coaches, assistant coaches, and concession stand attendants. All sports officials, referees, and umpires are included in the background check process unless they have been approved by a state or nationally recognized organization.

PROCEDURE:

Section I. Application Procedure:

1. Applications and consent/release forms may be obtained from the City of Chipley website at www.cityofchipley.com.
2. Applications and consent/release forms must be completed in its entirety. The applicant will submit the completed application to the Recreation Director. Incomplete applications will not be processed. Failure to disclose information as requested may result in immediate disqualification.
3. The Recreation Department will review the application and consent/release form to ensure proper completion.
4. The application and consent/release forms will be forwarded to the Administration Office for processing. Once processed, the Administration Office will determine the eligible and disqualified status of each applicant and will retain all original applications.
5. The Recreation Director will be notified of the decision of eligibility or disqualification. The Recreation Director will inform their applicant of the decision.

Section II. Background Check Criteria:

Applicants with criminal arrest records may be deemed automatically disqualified to serve as a volunteer for any youth program with the City of Chipley.

Category I Automatic Disqualifying Offenses

- Arrest resulting in a plea of guilty, plea of no contest or conviction for any criminal offense specified in Chapter 794, Florida Statutes, titled “Sexual Battery”, Chapter 827, Florida Statutes, titled “Abuse of Children” or Chapter 847, Florida Statutes, titled “Obscenity”, or, in the event the offense occurred in a jurisdiction other than Florida, any similar statutes.
- Arrest resulting in a plea of guilty, plea of no contest or conviction for any felony offense involving an act of violence, or a civil judgment or settlement of a civil claim involving an act of intentional violence.

Category II Offenses (Subject to Police Department Review)

- Arrest resulting in a plea of guilty, plea of no contest or conviction for any felony offense of moral turpitude.
- Any other felony arrest resulting in a plea of guilty, plea of no contest or conviction may be considered for eligibility after five (5) years from the date of conviction.

Category III Offenses (Subject to Police Department Review)

- Any misdemeanor arrest resulting in a plea of guilty, plea of no contest or conviction may be considered for eligibility following committee review.

Section III. Review Process for Category II and Category III Applicants:

A Review Committee is appointed by the City Manager to be comprised of the Police Chief or designee. The Committee shall be authorized to review applications, interview the applicant, for Category II and Category III applicants, and to determine the eligibility or disqualification of said applicants. The Committee’s decision of eligibility or disqualification shall be binding. The Review Committee shall notify the Administration Office and Recreation Director of the decision of eligibility or disqualification. The Recreation Director will inform the applicant of the decision.

Section IV. Notification:

It is the responsibility of the Recreation Director to report any and all criminal incidents involving volunteers immediately upon learning of same. It is also the responsibility of a volunteer to report any and all criminal incidents immediately to the Recreation Director. The City has the right to remove any individual from a position based on the revelation of involvement in criminal activity. This will include new applicants and current head coaches, assistant coaches and concession stand attendants, who are applying for the privilege of serving in such roles based on the established guidelines.

Section V. Code of Conduct:

The City of Chipley is dedicated to raising the standards of service to youth participating in sports programs. A Code of Conduct allows the City of Chipley to define the expectations for those individuals serving as coaches in youth sports.

Every **coach** is required to sign, pledge and adhere to the following Coaches' Code of Conduct. Every **independent contractor and volunteer** is required to sign, pledge and adhere to the following Coaches' Code of Conduct.

Section VI. Funding:

The City of Chipley will pay the costs associated with the background checks for volunteers and independent contractors affiliated with children in our parks and facilities.

Section VIII. Identification Cards:

Upon satisfactory completion of the Recreation Background Screening Policy, participating individuals will be issued and required to wear a City photo identification card. The card will be obtained from the City of Chipley Administration Office at no charge to the individual. Identification cards are required to be prominently displayed at all times during practices, games, tournaments and all other affiliated events and activities. The cost for a replacement identification card will be \$5.00.

City of Chipley Coaches Code of Conduct

- I will place the emotional and physical well-being of my player ahead of a personal desire to win.
- I will treat each player as an individual, remembering the large range of emotional and physical development for the same age group.
- I will do my best to provide a safe playing situation for my players.
- I will promise to review and practice the basic first aid principles needed to treat injuries of my players.
- I will do my best to organize practices that are fun and challenging for all my players.
- I will lead by example in demonstrating fair play and sportsmanship to all my players.
- I will provide a sports environment for my team that is free of drugs, tobacco and alcohol, and I will refrain from their use at all youth sports events.
- I will be knowledgeable in the rules of each sport that I coach, and I will teach these rules to my players.
- I will use those coaching techniques appropriate for each of the skills that I teach.
- I will remember that I am a youth sports coach, and that the game is for children and not adults.

Print Name

Signature

Date

Witness Print Name

Witness Signature

Date

City of Chipley
Code of Conduct
Independent Contractors and Volunteers

- I will create and maintain a safe and healthy atmosphere that will foster children's social, emotional, intellectual, and physical development.
- I will recognize, respect, and foster the uniqueness and the potential of every child.
- I will use positive reinforcement rather than criticism, sarcasm, competition, or comparison when working with children.
- I will conduct classes to the best of my ability to prevent injury – to avoid physical, mental and emotional harm.
- I will do my best to organize classes/sessions that are fun and challenging to my participants.
- I will lead by example in demonstrating positive good behavior to all of my participants.
- I will provide an environment that is free of drugs, tobacco, alcohol, and profanity and I will refrain from use during youth activities.
- I will use teaching techniques appropriate for each of the activities that I teach.
- I will remember that I am a youth instructor and the activity is for the children and not the adults.
- I will demonstrate a commitment to serve our diverse population and to value racial, ethnic, socioeconomic, ability and religious differences of the community.
- I will be honest, respectful, courteous and provide good customer service to all my participants and their parents.

Print Name

Signature

Date

Witness Print Name

Witness Signature

Date

Patrice A. Tanner

From: Chief Michael Richter <MRichter@chipleypd.com>
Sent: Friday, March 14, 2025 10:12 AM
To: Patrice A. Tanner
Subject: List of various misd. crimes for possible DQ

CAUTION: This email originated from outside the organization. Do not click links or open attachments unless you recognize the sender and know the content is safe.

Here is a proposed list of Florida State Statutes (misdemeanors) that could exclude a person from serving as a coach in the City of Chipley Parks and Recreation League, based on offenses that involve dishonesty, violence, obstruction, child endangerment, or drug-related crimes:

1. **Fraud or Scheme to Defraud** – § 817.
2. **Theft, Robbery, and Related Crimes** – § 812.014.
3. **Perjury in Official Proceedings** – § 837.02.
4. **False Reports to Law Enforcement** – § 837.05.
5. **Resisting, Obstructing, or Opposing an Officer with Violence** – § 843.01.
6. **Resisting an Officer Without Violence** – § 843.02.
7. **False Personation (Impersonating a Law Enforcement Officer, etc.)** – § 843.08.
8. **Contributing to the Delinquency of a Child** – § 827.04.
9. **Possession of Controlled Substances, etc.** – § 893.13.

Some I would consider automatic disqualifiers, and others may need to be reviewed. Obviously time of the original or last conviction could play a factor into this.

Michael Richter

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