



City of Prattville
Park and Recreation Department
Volunteer Screening Process

Thank you for your willingness to serve as a volunteer for the City of Prattville, Parks and Recreation Department.

All applicants serving in any volunteer capacity will be background checked and will not be permitted to participate until cleared by the Human Resources Department. The volunteer must authorize this screening and provide the following information; full name, aliases, current address, date of birth, social security and drivers' license number, and previous addresses for the past 7 years. This information will be collected solely for the purpose of determining the applicant's eligibility for acceptance into the Volunteer Program.

Hold Harmless and Volunteer Expectations

I understand that all statements on this application must be true and complete. False or incomplete statements will be cause for **DISQUALIFICATION** or **DISMISSAL**.

I agree to indemnify and hold harmless the City of Prattville, Parks and Recreation Department, its officers, agents, employees and volunteers from and against any and all damages, injuries, loss, liability, charges and expenses in any way arising out of my participation in this Volunteer program for which I register.

I understand and agree that as a volunteer I represent the City of Prattville, Parks and Recreation Department, and I must treat the public, park users, other volunteers and Department employees with respect. Threatening or harassing behavior will result in my removal from the volunteer program.

I shall not be under the influence of alcohol or controlled substances while participating in volunteer activities.

I agree and understand that safety is of utmost importance at all times. I will take safety seriously and consider the use of safe work practices for myself and others as a personal responsibility.

I recognize parks as public places. All users have rights to the parks. Volunteer events are open to the public unless the Department has approved a closure or exclusive event.

I Agree

Printed First and Last Name: _____ **Phone Number** _____

Signature: _____ **Date:** _____

The Following Standard Screening will be completed:

- County or State Criminal History Search
- National Criminal History Search
- Sex Offender Registry
- Social Security Verification

Screening Guidelines

No applicant will be accepted as a volunteer with a conviction, a guilty plea, a plea of no contest, any prayer for judgment continued, or any disposition (other than those named) which places responsibility on the person for the violation of any of the following:

All Sex Offenses (Regardless of the amount of time since offense):

- Examples include but are not limited to: child molestation, rape, sexual assault, sexual battery, sodomy, prostitution, solicitation, indecent exposure.

All Felony Offenses (Regardless of the amount of time since offense):

- Examples include but not limited to: murder, manslaughter, aggravated assault, kidnapping, robbery, aggravated burglar, child abuse; embezzlement, fraud, larceny and larceny by trick, misrepresentation to obtain employment security commission benefits; drug offenses, theft, and child endangerment.

Misdemeanor – Violent offenses within the past 7 years:

- Examples include but not limited to: simple assault, battery, domestic violence, communicating threats, hit and run, assault with a deadly weapon.

Misdemeanor - Drug or Weapon Offenses within the past 7 years:

- Examples include but are not limited to: Simple marijuana possession, possession of drug paraphernalia, carrying a gun on educational property, carrying a concealed weapon, discharging a firearm within City limits.

Misdemeanor Offense within the past 7 years that would be considered a potential danger to children, seniors, people with a disability or any other fragile population:

- Examples include but are not limited to: contributing to the delinquency of a minor, providing alcohol to a minor.

Traffic Criminal within the past 2 years:

- Traffic criminal charges such as, but not limited to reckless driving to endanger, driving while license is revoked and DUI and/or patterns of such charges will be discussed with applicants and in most cases, they will be approved with a written agreement of "no driving" team members (kids or adults) or other volunteers, during their volunteer service time.

Applicants who have been charged for any disqualifying offense or have a case pending in court will not be accepted as a volunteer until the official adjudication of the case.

Applicants whose background and/or reference check indicate potentially disqualifying information will be contacted by the Human Resources Department and provided the opportunity to explain or dispute the information.

**DISCLOSURE OF PROCUREMENT OF CONSUMER REPORT
AND/OR INVESTIGATIVE CONSUMER REPORT**

PLEASE READ THE FOLLOWING STATEMENTS CAREFULLY:

PLEASE BE ADVISED that The City of Prattville may obtain a Consumer Report about you in order to evaluate your eligibility **for the purpose of utilizing your volunteer services**. It may be an Investigative Consumer Report, which may include information about your character, general reputation, personal characteristics, and mode of living. You have the right to request disclosure of the nature and scope of the report, which may involve personal interviews with sources such as your neighbors, friends, associates, or others.

These reports may include credit information, credit history, employment history and reference checks, criminal and civil history information, motor vehicle records and moving violation reports (“driving records”), sex offender status reports, education verification, professional licensure verification, and other items.

THE UNDERSIGNED HEREBY ACKNOWLEDGES THAT HE/SHE HAS READ THE FOREGOING DISCLOSURE.

VOLUNTEER’S SIGNATURE

DATE

PRINT NAME

VOLUNTEER AUTHORIZATION

I HEREBY AUTHORIZE The City of Prattville to obtain "consumer reports" and/or "investigative consumer reports" at any time after receipt of this Authorization and, if my services as a volunteer are accepted, throughout my service to End User. To this end, I hereby authorize, without reservation, any person or entity, law enforcement agency, administrator, state or federal agency, institution, school or university (public or private), information service bureau, employer, or insurance company to furnish any and all background information to ESS, 2500 Southlake Park, Birmingham, AL 35244, toll free 866.859.0143, www.es2.com, or its subcontractor or another outside organization acting on behalf of ESS. The term "background information" includes, but is not limited to, employment history, reference checks, criminal and civil history information, motor vehicle records, moving violation reports, sex offender status information, credit reports, education verification, professional licensure verification, drug testing, information related to my Social Security number, and information concerning workers' compensation claims. I agree that a facsimile ("fax"), electronic or photographic copy of this Authorization shall be as valid as the original. I acknowledge receipt of the Disclosure Of Procurement Of Consumer Report And/Or Investigative Consumer Report. I understand I can view ESS's Privacy Policy on its website, www.es2.com. You have the right to request from the End User a written summary of the rights of a consumer prepared pursuant to the Fair Credit Reporting Act, 15 U.S.C. § 1681g(c).

Signature of Volunteer

Date

IF THE VOLUNTEER IS A MINOR CHILD UNDER THE AGE OF EIGHTEEN YEARS:

I am the parent or legal guardian of the minor child who signed hereinabove; having read the foregoing Authorization, and in my capacity the minor's parent or legal guardian, I hereby authorize and consent to the obtaining of "consumer reports" and "investigative consumer reports" at any time after receipt of this Authorization and, if the minor's volunteer services are utilized, throughout the minor's period of service.

Signature of Parent or Legal Guardian

Date

APPLICANT INFORMATION: TO BE COMPLETED BY APPLICANT: PLEASE USE BLACK INK

The following is for identification purposes only to perform the background check and will not be used for any other purpose.

Print: Last Name				First Name				Middle Initial							
Date of Birth				Social Security Number				Driver's License Number				State			
Current Address:				City				State				Zip Code			
Previous Address (Past 7 Years):				City				State				Zip Code			
Previous Address (Past 7 Years):				City				State				Zip Code			
Alias Names (Other names I have been known by):															
Degree Obtained				Year Graduated				Name of School				City and State of School			
Last Name Used at Time of Graduation															

Searches to be Ordered

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Para información en español, visite www.consumerfinance.gov/learnmore o escriba a la Consumer Financial Protection Bureau, 1700 G Street N.W., Washington, DC 20522.

A Summary of Your Rights Under the Fair Credit Reporting Act

The federal Fair Credit Reporting Act (FCRA) promotes accuracy, fairness, and privacy of information in the files of consumer reporting agencies. There are many types of consumer reporting agencies, including credit bureaus and specialty agencies (such as agencies that sell information about check writing histories, medical records, and rental history records). Here is a summary of your major rights under the FCRA. **For more information, including information about additional rights, go to www.consumerfinance.gov/learnmore or write to: Consumer Financial Protection Bureau, 1700 G Street N.W., Washington, DC 20522.**

- **You must be told if information in your file has been used against you.** Anyone who uses a credit report or another type of consumer report to deny your application for credit, insurance, or employment – or to take another adverse action against you – must tell you, and must give you the name, address, and phone number of the agency that provided the information.
- **You have the right to know what is in your file.** You may request and obtain all the information about you in the files of a consumer reporting agency (your “file disclosure”). You will be required to provide proper identification, which may include your Social Security number. In many cases, the disclosure will be free. You are entitled to a free file disclosure if:
 - A person has taken adverse action against you because of information in your credit report;
 - You are the victim of identity theft and place a fraud alert in your file;
 - Your file contains inaccurate information as a result of a fraud;
 - You are on public assistance;
 - You are unemployed but expect to apply for employment within 60 days.

In addition, all consumers are entitled to one free disclosure every 12 months upon request from each nationwide credit bureau and from nationwide specialty consumer reporting agencies. See www.consumerfinance.gov/learnmore for additional information.

- **You have the right to ask for a credit score.** Credit scores are numerical summaries of your credit-worthiness based on information from credit bureaus. You may request a credit score from consumer reporting agencies that create scores or distribute scores used in residential real property loans, but you will have to pay for it. In some mortgage transactions, you will receive credit score information for free from the mortgage lender.
- **You have the right to dispute incomplete or inaccurate information.** If you identify information in your file that is incomplete or inaccurate, and report it to the consumer reporting agency, the agency must investigate unless your dispute is frivolous. See www.consumerfinance.gov/learnmore for an explanation of dispute procedures.
- **Consumer reporting agencies must correct or delete inaccurate, incomplete, or unverifiable information.** Inaccurate, incomplete or unverifiable information must be removed or corrected, usually within 30 days. However, a consumer reporting agency may continue to report information it has verified as accurate.

- **Consumer reporting agencies may not report outdated negative information.** In most cases, a consumer reporting agency may not report negative information that is more than seven years old, or bankruptcies that are more than 10 years old.
- **Access to your file is limited.** A consumer reporting agency may provide information about you only to people with a valid need – usually to consider an application with a creditor, insurer, employer, landlord, or other business. The FCRA specifies those with a valid need for access.
- **You must give your consent for reports to be provided to employers.** A consumer reporting agency may not give out information about you to your employer, or a potential employer, without your written consent given to the employer. Written consent generally is not required in the trucking industry. For more information, go to www.consumerfinance.gov/learnmore.
- **You may limit “prescreened” offers of credit and insurance you get based on information in your credit report.** Unsolicited “prescreened” offers for credit and insurance must include a toll-free phone number you can call if you choose to remove your name and address from the lists these offers are based on. You may opt-out with the nationwide credit bureaus at 1-888-5-OPTOUT (1-888-567-8688).
- **You may seek damages from violators.** If a consumer reporting agency, or, in some cases, a user of consumer reports or a furnisher of information to a consumer reporting agency violates the FCRA, you may be able to sue in state or federal court.
- **Identity theft victims and active duty military personnel have additional rights.** For more information, visit www.consumerfinance.gov/learnmore.

States may enforce the FCRA, and many states have their own consumer reporting laws. In some cases, you may have more rights under state law. For more information, contact your state or local consumer protection agency or your state Attorney General. For information about your federal rights, contact:

TYPE OF BUSINESS:

1.a. Banks, savings associations, and credit unions with total assets of over \$10 billion and their affiliates.

b. Such affiliates that are not banks, savings associations, or credit unions also should list, in addition to the CFPB:

2. To the extent not included in item 1 above:

a. National banks, federal savings associations, and federal branches and federal agencies of foreign banks

b. State member banks, branches and agencies of foreign banks (other than federal branches, federal agencies, and insured State Branches of Foreign Banks), commercial lending companies owned or controlled by foreign banks, and organizations operating under section 25 or 25A of the Federal Reserve Act

c. Nonmember Insured Banks, Insured State Branches of Foreign Banks, and insured state savings associations

d. Federal Credit Unions

3. Air carriers

4. Creditors Subject to Surface Transportation Board

5. Creditors Subject to Packers and Stockyards Act, 1921

6. Small Business Investment Companies

7. Brokers and Dealers

8. Federal Land Banks, Federal Land Bank Associations, Federal Intermediate Credit Banks, and Production Credit Associations

9. Retailers, Finance Companies, and All Other Creditors Not Listed Above

CONTACT:

a. Consumer Financial Protection Bureau
1700 G Street NW
Washington, DC 20562

b. Federal Trade Commission: Consumer Response Center – FCRA
Washington, DC 20580
(877) 382-4357

a. Office of the Comptroller of the Currency
Customer Assistance Group
1301 McKinney Street, Suite 3450
Houston, TX 77010-9050

b. Federal Reserve Consumer Help Center
P.O. Box 1200
Minneapolis, MN 55480

c. FDIC Consumer Response Center
1100 Walnut Street, Box #11
Kansas City, MO 64106

d. National Credit Union Administration
Office of Consumer Protection (OCP)
Division of Consumer Compliance and Outreach (DCCO)
1775 Duke Street
Alexandria, VA 22314

Asst. General Counsel for Aviation Enforcement & Proceedings
Aviation Consumer Protection Division
Department of Transportation
1200 New Jersey Avenue, SE
Washington, DC 20590
Office of Proceedings, Surface Transportation Board
Department of Transportation
395 E Street S.W.
Washington, DC 20423

Nearest Packers and Stockyards Administration area supervisor

Associate Deputy Administrator for Capital Access
United States Small Business Administration
409 Third Street, SW, 8th Floor
Washington, DC 20416

Securities and Exchange Commission
100 F St NE
Washington, DC 20549

Farm Credit Administration
1501 Farm Credit Drive
McLean, VA 22102-5090

FTC Regional Office for region in which the creditor operates or
Federal Trade Commission: Consumer Response Center – FCRA
Washington, DC 20580
(877) 382-4357

Volunteer Background Screening Process –March 15, 2019

- Parks and Recreation receives Volunteer Screening Packet and copy of Volunteer Driver's License.
- Parks and Recreation emails completed Volunteer Screening Packet to Human Resources (To Beverly Davis).
- Human Resources emails notification to Parks & Recreation that a Background Investigation has begun (To Kellie Cook, Kellie Kelly, David Morgan).
- Human Resources emails notification to Parks & Recreation that a Background Investigation is complete and the volunteer is approved to begin or that the volunteer will be contacted by Human Resources and is not approved (To Kellie Cook, Kellie Kelly, David Morgan).
- Human Resources will maintain background investigation records.
- **Volunteers may not participate until the completion of the background investigation.**