

ROSWELL RECREATION & PARKS DEPARTMENT  
CITY OF ROSWELL, GEORGIA  
Consent to Conduct Background Check  
**2009-2010**

The City of Roswell by and through the Roswell Recreation & Parks Department, in endeavoring to protect all children participating in Department programs from potential harm by persons who may from time to time have unsupervised access to said children, instituted a procedure whereby all volunteer coaches and other persons who undertake such responsibilities involved with children who participate in our programs, must first submit to a criminal history background check (prior to undertaking the supervision of said children)

The City of Roswell and the Roswell Recreation & Parks Department has determined that it is necessary and proper to adopt and institute certain policies related to the use and interpretation of the results of said background checks/criminal history report documentation.

All results of background checks undertaken with consent including but not limited to printouts of the Georgia Crime Information Center (GCIC) will be maintained in the custody and control of the Director of the Roswell Recreation & Parks Department.

All records related to said background checks will remain the property of the Roswell Recreation & Parks Department and will be held inviolate. No portion of said documents shall be disseminated in any way, except that the Roswell Recreation Commission, Roswell Recreation & Parks Department's Director and/or Superintendent of Athletics and the City of Roswell's attorney shall have access to said records where the eligibility and suitability of any candidate/applicant is called into question following a records check.

**If an applicant has been convicted, arrested or is currently charged with any crime that bears upon his/her fitness to have responsibility for the safety and well being of children, he/she can summarily be disqualified from participating in Recreation Department programs.**

**If it is discovered that an applicant has any prior criminal history, the Director/Committee should consider whether such history bears upon an applicant's eligibility and suitability to have unsupervised access to children participating in Recreation Department programs.**

Full legal name: \_\_\_\_\_ Sex: \_\_\_\_\_

Social Security #: \_\_\_\_\_ Birthdate: \_\_\_\_\_

Street: \_\_\_\_\_ City: \_\_\_\_\_

State: \_\_\_\_\_ Zip: \_\_\_\_\_ Home Phone: \_\_\_\_\_

Work Phone: \_\_\_\_\_ Cell: \_\_\_\_\_

Season: \_\_\_\_\_ Sport: \_\_\_\_\_ Age Group: \_\_\_\_\_

Team Name: \_\_\_\_\_ Girls: \_\_\_\_\_ Boys: \_\_\_\_\_

I, (Name called) \_\_\_\_\_, by execution of this document, give the Roswell Recreation & Parks Department permission to conduct a background check regarding my qualifications to participate as a volunteer coach in the Department's programs. This background check includes, but is not limited to, a record check to determine whether I have ever been arrested and/or convicted of a crime or have a criminal record.

I understand that I have a right to: (1) obtain a copy of any background check report and (2) challenge the accuracy of any information contained in such report. I also understand that I may be required to submit a classifiable fingerprint card should an initial records check reveal that I have been arrested or convicted or that I am currently charged with a crime.

I understand that the Roswell Recreation & Parks Department may choose not to allow me to coach or have unsupervised access to a child or children pending the completion of the background check; and I further agree to hold the Roswell Recreation & Parks Department and/or the City of Roswell harmless regarding any liability for defamation, invasion of privacy or any other claim based on good faith action taken pursuant to the provisions of this consent.

A photocopy of this release form will be valid as an original thereof, even though the said photocopy does not contain an original of my signature.

Applicant signature \_\_\_\_\_ Witness Signature \_\_\_\_\_

This \_\_\_\_\_ Day of \_\_\_\_\_ This \_\_\_\_\_ Day of \_\_\_\_\_

I understand that all persons whose applications are denied shall have the right, upon written request within ten (10) days of being denied, to review GCIC records that form the basis for their denial. Notification of intent to appeal shall be made to the Superintendent of Athletics who will provide all necessary procedures on how to follow through with said appeal.