

# **SPECIAL OLYMPICS U.S. VOLUNTEER SCREENING POLICY**

(AS OF MAY 10, 2005)

## **I. VOLUNTEER CLASSIFICATIONS**

### **A. Class Volunteers**

1. Volunteers who have regular, close physical contact with athletes
2. Volunteers in a position of authority or supervision with athletes
3. Volunteers in a position of trust of athletes
4. Volunteers who handle substantial amounts of cash or other assets of the Program

### **B. Class B Volunteers**

1. Volunteers who only have limited contact with athletes or who have contact with athletes accompanied by coaches and chaperones

## **II. TYPE OF SCREENING**

### **A. Class A Volunteers (Adult)**

1. Completion of a volunteer registration form, screen using a national vendor, photo ID check at the time of registration and photo ID check or identity verification check at events.

### **B. Class A Volunteers (Minor)**

1. Completion of a volunteer registration form, two personal/professional references, who are not related to the minor or the minor's legal guardian (one of whom is from the volunteer applicant's school, church, civic group, etc.), photo ID check at the time of registration and photo ID check or identification verification check at events.

### **C. Class B Volunteer (Adults and Minors)**

1. Completion of a volunteer registration form or sign in sheet and photo ID check or identification verification check at events (for minors, IDs are only required to the extent available).

## **III. MINIMUM ACCEPTABLE BACKGROUND SCREENING**

A. Class A Volunteers must be screened using a national vendor that includes the sex offender registry for each State in which the sex offender registry is available electronically. In addition to, but not in place of, the check through the national vendor, Programs may conduct a statewide criminal background check.

B. Motor Vehicle Record checks are required if the applicant answers yes to the question regarding suspension or revocation of driver's license, on the Volunteer Application or if the Program has received information through the screening process that the applicant may have motor vehicle related convictions.

## **IV. PHASE IN AND FREQUENCY**

### **A. New Volunteers**

1. Programs shall not permit a New Class A Volunteer applicant (a person who applies after December 31, 2004) to participate as a Class A Volunteer after July 1, 2005, until that person has been screened and approved by the Program.
2. Volunteers registered on or after January 1, 2005, must be re-screened at least every three years.

### **B. Existing Volunteers**

1. Programs must screen all existing volunteers (those registered prior to January 1, 2005) no later than July 1, 2008.
2. Volunteers registered prior to January 1, 2005, must be re-screened every three years following the date of initial screening.

## **V. DISCLOSURE AND AUTHORIZATION REQUIREMENTS**

Volunteers should fill out a form that meets the requirements as set forth below. Please note that prior to utilizing the volunteer registration forms, each Program should have its legal counsel review the forms to ensure compliance with State laws and regulations.

### **A. Class A registration form must include:**

1. Full name and other information necessary to conduct the required check under the policy
2. The following four questions:
  - a) Do you use illegal drugs?
  - b) Have you ever been convicted of a criminal offense?
  - c) Have you ever been charged with neglect, abuse or assault?
  - d) Has your driver's license ever been suspended or revoked in any state or other jurisdiction?
3. A legally sufficient authorization to conduct the necessary screening
4. A release that protects the Special Olympics movement from liability in connection with the Program's conducting the screening
5. Consent to use the volunteer's name and likeness to promote and publicize the purposes of Special Olympics

### **B. Class B registration materials must include:**

1. Full name, complete address, telephone number and, if applicable, the name of the civic group or corporate sponsor with which they are associated

2. Consent to use each the volunteer's name and likeness to promote and publicize the purposes of Special Olympics

## **VI. RESULTS OF BACKGROUND CHECK USING NATIONAL VENDOR**

### **A. Automatic disqualifiers with no appeals process**

1. Conviction for crime of:

- a) child abuse
- b) sexual abuse of a minor/adult
- c) causing a child's death
- d) neglect of child or any other individual for whom the potential volunteer had/has responsibility
- e) kidnapping
- f) murder
- g) manslaughter
- h) felony assault
- i) arson
- j) criminal sexual conduct

### **B. Automatic Disqualifier for Driving on Behalf of Special Olympics (for offenses that have occurred within a specified time frame)**

1. DWI, DUI, or comparable offenses within seven years of application

2. Three or more moving violations within the past three years of application

### **C. Potential disqualifiers for which a Program may establish an appeals process**

1. Adverse judgment for damages or civil penalty involving sexual or physical abuse of a minor

2. Conviction for

- a) theft of funds
- b) fraud
- c) larceny or other financial crime
- d) prostitution-related crime
- e) controlled substance crime

3. Being the subject of any court order involving any sexual abuse or physical abuse of a minor that restricts contact with a minor

4. Each Program has the authority to make the final decision as to any volunteer or applicant in the potential disqualifier category.