



NCSI

NATIONAL CENTER FOR SAFETY INITIATIVES

~must be submitted yearly~

City of Takoma Park Criteria for Exclusion

We will contact the volunteer or contractor if a submittal does not meet our criteria. For contractors and their subcontractors, this background check will be completed prior to the start of the contract and will be required every year. The contractor is expected to incur the costs associated with each background check (including subcontractors).

A person should be disqualified and prohibited from serving as a volunteer/contractor if the person has been found guilty of the following 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.

- **One** misdemeanor drug & alcohol offenses in the **last 5 years** or **two or more** offenses within in the **last 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.

PENDING CASES

It is recommended that anyone who has been charged for any of the disqualifying offenses or for cases pending in court *should not* be permitted to volunteer/instruct until the official adjudication of the case. The Background Screening Process is an ongoing process and should be subject to review and changes at any time. These guidelines are based upon industry practices in private, public and non-profit areas. For additional information regarding background screening practices, visit the National Association of Professional Background Screeners at www.napbs.com