

**Administrative Policy No. 14-01**  
**Amended Volunteer Workers Background Check**  
**(Administrative Policy No. 10-01)**

**Purpose:**

Draper City utilizes volunteers to serve in various city programs including but not limited to: animal shelter, victim's advocate, recreation, parks, etc. In an effort to ensure the safety of the program participants, all adult volunteer workers shall be subject to a Utah Department of Public Safety Bureau of Criminal Identification (BCI) background check to be administered by the Human Resources Department and the Draper City Police Department.

**Procedure:**

- A.** Individuals interested in volunteering will complete and sign an application for criminal history review. The signed and completed forms must be returned to the Human Resources Department prior to the start of any volunteer work.
- B.** Draper City may, at its discretion conduct additional BCI background checks on volunteer workers who serve continuously for more than one year.
- C.** Appointment as an official volunteer is at the discretion of the appropriate Department Director or their designee. The following are examples of disqualifying events; however, the City retains the right to disqualify anyone wanting to be an official volunteer of the City for reasons in addition to the items described below:
1. Sexual offenses as described in Utah Code Annotated 76-5-401 et seq., as amended;
  2. Child abuse and related offenses;
  3. Alcohol-related offenses with the past twenty-four (24) months or a pattern of alcohol-related offenses within the past ten (10) years, and if the offense is driving-related, the twenty-four (24) month period will be increased to five (5) years;
  4. Any drug-related offense within the past five (5) years;
  5. Assault and related offenses as described in Utah Code Annotated 76-5-101 et seq., as amended, or offenses which involve the use of a weapon, within the past fifteen (15) years; or
  6. An outstanding warrant for arrest.
- D.** The decision to disqualify the applicant from being a volunteer may be appealed to the City Manager in writing. The appeal must also include official documentation to support the applicant's appeal.

Dated this 26<sup>th</sup> day of August 2014.

  
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David Dobbins, City Manager