**Liberty County Volunteer Investigation Policy**

1. **PURPOSE**

 It is the intent of the Liberty County Board of Commissioners to provide a safe environment for the public irrespective of whether County services are rendered through employees and/or volunteers. As such, the Board strives to ensure that all volunteers with the county are of good morale character. The purpose of this policy is to provide guidelines and procedures for investigating the criminal background of volunteers with Liberty County.

2. **RESPONSIBILITIES**

 A. It is the responsibility of the department that engages the volunteer to have the applicant complete a Liberty County Background Investigation Form, sign it authorizing such investigation, and provide a copy of their driver’s license or another proof of identification. The background investigation must be completed prior to the individual being allowed to volunteer.

 B. Human Resource Director has overall responsibility to insure that investigations are conducted in accordance with all state and local laws.

3. POLICY

1. Any individual desiring to volunteer with Liberty County is required to submit to a criminal background investigation prior to being allowed to volunteer. Any individual, regardless of whether such individual has previously served as a volunteer, who will begin supervising or having contact with minors, must also first submit to a background investigation consistent with O.C.G.A. 49-5-111.
2. All individuals whose duties may involve supervising or having contact with children will be prohibited from volunteering in such capacity if at any time such individual was convicted of, including pleading guilty or nolo contender, a Crime Against a Minor as outlined in Georgia. For purposes of this Paragraph, “Crime Against a Minor” means a violation of Code Section 16-5-23, relating to simple battery, when the victim is a minor; a violation of Code Section 16-5-24, relating to aggravated battery, when the victim is a minor; a violation of Code Section 16-5-70, relating to cruelty to children; a violation of Code Section 16-12-1, relating to contributing to the delinquency of a minor; a violation of Chapter 6 of Title 16, relating to sexual offenses, excluding the offenses of bigamy or marrying a bigamist; a felony violation of Chapter 13 of Title 16, relating to controlled substances, if such crime involved a child or minor; a violation of Code Section 15-5-1, relating to criminal attempt as it concerns attempted murder; or any other offense committed in another jurisdiction which, if committed in this state, would be deemed to be one of the enumerated crimes listed in this paragraph. Additionally persons convicted of domestic violence will also not be allowed to participate in any activities that having supervision of, or contact with children. Any pending charges or criminal investigations involving a Crime Against a Minor or domestic violence, must be immediately reported to the Department Director.
3. Persons who have been convicted of any felony offenses, other than those mentions in paragraph 3 (B) above, may not serve as a volunteer for a period of seven (7) years after the date of conviction, provided that the individual shall have also first satisfied all periods of incarceration and/or probation. They must not have any additional convictions during that seven (7) year period.
4. Persons who have been convicted of any misdemeanor offenses may not serve as a volunteer for a period of three (3) years after date of conviction. They must not have any additional convictions during that three (3) year period.
5. Any volunteer, who may operate a county or other vehicle as a part of, or ancillary to, their duties, must submit additionally to a Motor Vehicle Records check. Any person who has had three (3) moving violations or two if one was an accident in a three year period will not be allowed to operate a vehicle.
6. Any information given that is false will be grounds for permanent denial of volunteering. Investigations will be conducted every three years unless information is discovered prompting questions regarding an individual’s status.
7. Returning volunteers must report all felony or misdemeanor charges, investigations, and/or convictions not previously disclosed. Charges and investigations need not be reported if, prior to performance of volunteer services, the charges have been officially dismissed or the investigation closed.