***Ankeny Parks & Recreation***

***Contracted Program Background Checks***

The City of Ankeny has put in place the following guidelines regarding background checks for all contracted programs. This process helps to ensure the integrity of our programs and the safety of all participants, to the best of our ability. All offers to partner with Ankeny Parks & Recreation programming are contingent upon clear results of a thorough background check. Any PENDING cases involving the offenses described below shall disqualify an individual from serving as a contracted instructor. In cases of contractors that may have multiple programs and/or use multiple staff to assist in their offerings, we ask that the main point of contact complete the background check and be responsible for ensuring any other person with close program contact to participants does not meet any disqualifying criteria from below.

Background checks include:

SSN Verification and address history Re-verification of criminal records

National criminal database search Alias names

National sex offender search

**DISQUALIFYING CRITERIA:**

A person will be disqualified and prohibited from serving as a contracted instructor if the person has been found guilty of the following crimes.

* **All sex offenses**

Examples include, but are not limited to: child molestation, rape, sexual assault, sexual battery, sodomy, prostitution, solicitation, indecent exposure, etc.

* **All Felony violence offenses**

Examples include, but are not limited to: murder, manslaughter, aggravated assault, kidnapping, robbery, aggravated burglary, etc.

* **All Felony offenses other than violence or sex within the past ten (10) years.**

Examples include, but are not limited to: drug offenses, theft, embezzlement, fraud, child endangerment, etc.

* **All Misdemeanor violence offenses within the past five (5) years.**

Examples include, but are not limited to: simple assault, battery, domestic violence, hit and run, etc.

* **All Misdemeanor Drug offenses within the past five (5) years.**

Examples include, but are not limited to: simple drug possession, possession of drug paraphernalia, etc.

* **Any Two or more Misdemeanor Alcohol offenses within the past five (5) years.**

Examples include, but are not limited to: driving under the influence, drunk and disorderly, public intoxication, etc.

* **Any other Misdemeanor within the last five (5) years that would be considered a potential danger to children or is directly related to the functions of that contracted position.**

Examples include, but are not limited to: contributing to the delinquency of a minor, providing alcohol to a minor, theft-if person is handling monies, etc.

To protect the privacy of the person, all information obtained in the course of conducting this background check is treated as confidential and will only be shared within the organization on a “need to know” basis and only disclosed to third parties outside the organization when required by law. The City of Ankeny reserves the right to modify this policy at any time without notice. Contracted instructors shall complete a background check once every fiscal year for the City (July 1 – June 30). Any person who provides inaccurate and/or falsified information or who refuses to complete the background check process will be disqualified. If you have any questions regarding this process, please call 515.963.3570.

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Please click on the link below to complete your background check within the next 48 hours.  You will be notified by Ankeny Parks & Recreation if anything is found that would disqualify you from becoming a contracted instructor.

**Web-Link:**[https://opportunities.averity.com/CityofAnkenyIowa](https://linkprotect.cudasvc.com/url?a=https%3a%2f%2fopportunities.averity.com%2fCityofAnkenyIowa&c=E,1,os1FDDH2bq8L95tvpepeXSAjhlf0dsPW5VIDGndvXntociUdg45PuXSpvIW44c-KYy8ff8QarK4TM1hw7VPxOzx9eprY7woG74hzgoV8JYmmzyRpCkvRtA-3Bg,,&typo=1)