

Procedures for  
Volunteer  
Screening and  
Supervision

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Dallas Park and  
Recreation  
Department



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2015-2016  
Volunteer Numbers

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A "volunteer" with the Dallas  
Park and Recreation  
Department must be officially  
approved and registered by  
Volunteer Services prior to  
performance of the task.

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Dallas Park and  
Recreation  
Volunteer Services

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- Recruitment of volunteers
- Conduct background checks
- Conduct training for Coordinators
- Maintain the volunteer database
- Track volunteer hours Centers
- Volunteer Recognition
- Coordinate Annual Luncheon

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In Fiscal Year 15-16, volunteers provided 276,841 hours of service to the Dallas Park and Recreation Department valued at \$6,478,536

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### Who Volunteers?



- Adults
- Youth/Youth Groups
  - Students ages 14 and older
  - Students ages 13 and younger (parent/guardian)
- Groups

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### Volunteer Process

**VOLUNTEER APPLICATION** Dallas Park & Recreation

NAME: \_\_\_\_\_ DATE: \_\_\_\_\_

ADDRESS: \_\_\_\_\_ CITY: \_\_\_\_\_ STATE: \_\_\_\_\_ ZIP: \_\_\_\_\_

PHONE: \_\_\_\_\_ EMAIL: \_\_\_\_\_

DATE OF BIRTH: \_\_\_\_\_ GENDER: \_\_\_\_\_

EDUCATION: \_\_\_\_\_

EMPLOYMENT: \_\_\_\_\_

EMERGENCY CONTACT: \_\_\_\_\_

- Must fill out a volunteer application
- Must go through an interview
- Must undergo a background check and screening
  - VeriFY!
  - National Sex Offender (NSOPW)
  - Security Social Verification
  - Social Media Screening
- If cleared, issued an assigned volunteer number

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In Fiscal Year 15-16,  
over 2500 volunteer  
applications were  
processed.

260 Volunteer  
Applications were  
DENIED due to violent  
crimes

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**Unacceptable Crimes**

- aggravated offenses
- arson
- burglary
- child abuse
- child pornography
- criminal sexual conduct
- cruelty to animals
- drug offenses with the intent to manufacture or deliver
- gang affiliation
- identity theft
- indecent exposure
- kidnapping
- manslaughter
- murder
- neglect or endangerment of a minor/adult
- online solicitation of minors
- open warrants
- possession of explosive devices
- prostitution
- public lewdness
- sexual offense of a minor/adult
- stalking
- terroristic activity
- theft

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**10 YEAR RULE**

- child abuse
- child pornography
- criminal sexual conduct
- cruelty to animals
- indecent exposure
- online solicitation of minors
- sexual offense of a minor/adult

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## The Screening Process

### veriFY!

Created by the Volunteer Center of North Texas in 1994 through support from the Texas State Legislature, veriFY! is the most comprehensive criminal background check to date. This risk-management software provides nonprofits with a low-cost method of screening volunteer backgrounds. Texas Volunteer Centers are the only institutions outside of municipal governments and school districts with access to the state's Department of Public Safety records. This extensive national search includes a social security trace.

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## The Screening Process

**National Sex Offender Public Website (NSOPW)**  
The National Sex Offender Public Website (NSOPW) is a public safety resource that provides the public with access to sex offender data nationwide. NSOPW is a partnership between the U.S. Department of Justice and state, territorial, and tribal governments, working together for the safety of adults and children.

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## The Screening Process

**Social Security Verification**  
The Social Security Number Verification Service (SSNVS) is one of the services offered by Social Security Administration's (SSA) Business Services Online (BSO). It allows registered users (employers and certain third-party submitters) to verify the names and Social Security Numbers (SSNs) of employees against SSA records.

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## The Screening Process

**Social Media Screening**  
The Office of Volunteer Services will now be looking at social media postings. The premise is to identify security risks, because social media has been identified as one avenue where individuals can post their intentions. Volunteer Services will not be asking for social media account login and password information, searches are done on public information that is available online (such as Facebook, Twitter and Instagram) to collect publicly available social media information in the background investigation process, which pertains to the individual's associations, behavior or conduct.

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## You Can't Make This Stuff Up!

**Predators and Other Stories**

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## Screening Dollars

**Free vs Paid Screenings**

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THANK YOU FOR  
ATTENDING  
PRESENTATION

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