



45-305 Oasis Street • Indio, CA 92201  
(760) 347-3484 • [www.myrecreationdistrict.com](http://www.myrecreationdistrict.com)

## Volunteer Screening Packet

Thank you for your interest in volunteering with the District!

The District, in partnership with the National Recreation & Park Association, is a Charter Organization for the *Operation TLC<sup>2</sup> Making Communities Safe* initiative. This program attempts to attract the best volunteers and advance the level of service commitment in our volunteer program. As a result, it is the policy of the District that, prior to commencement of services, all Volunteers complete a comprehensive background screening to ensure the safety and security of our team members, volunteers and guests. We thank you for your understanding and shared commitment to providing a safe environment!

**Instructions:** Please complete the following steps before leaving today:

**Step 1. Complete the Volunteer Application.**

**Step 2. Complete the Background Questionnaire.**

**Step 3. Complete the Background Consent/Release Form** - Southeastern Security Consultants, Inc (SSCI) is the Desert Recreation District's preferred provider for volunteer background screening. This allows us to complete a comprehensive background screening which includes:

- Social Security Verification
- Address Trace
- State/County Criminal Record Check
- National Criminal Record Check
- Sex Offender Registry Check



**Important Note:** *The District cannot allow you to provide services until all of these steps have been completed. If you have any questions, please contact Human Resources at 347-3484.*



45-305 Oasis Street • Indio, California 92201  
Phone (760) 347-3484 • Fax (760) 347-0675 • Email: [hr@drd.us.com](mailto:hr@drd.us.com)  
• Website: [www.myrecreationdistrict.com](http://www.myrecreationdistrict.com)

## VOLUNTEER APPLICATION

**INSTRUCTIONS:** Thank you for your interest in volunteering for the Desert Recreation District. Please fill out the following form completely and legibly.

### PLEASE PRINT LEGIBLY IN BLUE OR BLACK INK OR TYPE

_____	_____	_____	_____
Date	Last Name	First name	Middle Initial
_____		_____	_____
Address (No. & Street)		Apt. #	City State Zip
(_____) _____	(_____) _____	_____	
Home Phone	Cell Phone	Email Address	
Have you previously submitted a volunteer application?		<input type="checkbox"/> Yes	<input type="checkbox"/> No
		If yes, please give date: _____	
Do you have any friends or relatives employed with the District?		<input type="checkbox"/> Yes	<input type="checkbox"/> No
If yes, state name(s) and relationship: _____			
Name		Relationship to you	
In case of emergency, please notify: _____			
Name		Relationship to you	
(_____) _____	(_____) _____		
Home Phone	Cell Phone		

### VOLUNTEER INFORMATION

Please indicate the type of program for which you would like to volunteer:

- Sports Coach       The First Tee       Other Youth Program \_\_\_\_\_ (please specify)
- Special Event \_\_\_\_\_ (please specify)
- Other \_\_\_\_\_ (please specify)
- Any available volunteer position

Date Available: \_\_\_\_\_

Use the space below to fully describe any job related skills, knowledge, licenses or special training you possess which relate to this position:

\_\_\_\_\_

\_\_\_\_\_

Please indicate your Community Affiliations (Clubs, Associations, Churches, etc.): \_\_\_\_\_

Have you ever volunteered before?  Yes       No      If yes, please indicate with what agency or organization and in what capacity: \_\_\_\_\_

In what capacity could you help us? (coaching, transportation, office, web maintenance, materials set up, etc.): \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

If you are interested in volunteering for The First Tee of The Coachella Valley, please indicate your Golf skills and experience below:

\_\_\_\_\_

\_\_\_\_\_

## AVAILABILITY

If volunteering for a position that is not a Special Event, please complete the information below:

When are you able to volunteer?  Days  Evenings  Weekends

How many hours per week/month (circle one) are you able to volunteer? \_\_\_\_\_ (please indicate # of hours)

If you are interested in volunteering as a Sports Coach or for The First Tee of The Coachella Valley, can you make a commitment to volunteer for at least one season?  N/A  Yes  No

## ADDITIONAL INFORMATION

1) Indicate any languages in which you are fluent:  English  Spanish  Other \_\_\_\_\_

2) Are you at least 18 years of age?  Yes  No

3) Do you have a reliable means of transportation?  Yes  No

4) Are you able to perform the essential functions of the position?  Yes  No

We comply with the ADA and consider reasonable accommodation measures that may be necessary for eligible volunteers to perform essential functions.

5) Who/What referred you to us?  Friend/Relative (name) \_\_\_\_\_

District Publication  District Website  Other (please specify) \_\_\_\_\_

## REFERENCES

List three persons not related to you who have knowledge of your work and/or volunteer performance within the last three years.

NAME: \_\_\_\_\_ OCCUPATION: \_\_\_\_\_ NO. OF YEARS ACQUAINTED: \_\_\_\_\_

PHONE NUMBER: \_\_\_\_\_ EMAIL ADDRESS: \_\_\_\_\_

NAME: \_\_\_\_\_ OCCUPATION: \_\_\_\_\_ NO. OF YEARS ACQUAINTED: \_\_\_\_\_

PHONE NUMBER: \_\_\_\_\_ EMAIL ADDRESS: \_\_\_\_\_

NAME: \_\_\_\_\_ OCCUPATION: \_\_\_\_\_ NO. OF YEARS ACQUAINTED: \_\_\_\_\_

PHONE NUMBER: \_\_\_\_\_ EMAIL ADDRESS: \_\_\_\_\_

### Please Read Carefully, Initial Each Paragraph and Sign Below:

\_\_\_\_\_  
Initials I understand that as a volunteer for the District, I am not now and will not become an employee of the District and that I have no employment rights of any kind. I understand that my status as a volunteer may be terminated at any time for any reason.

\_\_\_\_\_  
Initials I hereby authorize the District to thoroughly investigate my references regarding my suitability for a volunteer position.

\_\_\_\_\_  
Initials I further understand that my position as a volunteer is contingent upon the completion of a Background Questionnaire as required by Section 11105.3 of the Penal Code.

\_\_\_\_\_  
Initials I hereby consent to and grant the Desert Recreation District ("District") the right to use my name, voice, signature, photograph, or likeness for any lawful purpose including that encompassed by California Civil Code § 3344. I understand that the District may, at its discretion, photograph me and/or make recordings of my voice, and/or reproduce my physical likeness as it may appear in any still camera photograph, motion picture film or video tape and/or recordings of my voice prepared or made while participating in the District's recreational activities for use in connection with any exhibition, promotional program, advertisement and broadcast, on television and any motion picture film or video tape regarding such recreational program or as promotional material for the District. My name, voice, signature, photograph, or likeness may be used or incorporated for an unlimited period of time. I further understand and acknowledge that I have no right to any compensation for the use of my name, voice, signature, photograph, or likeness.

The undersigned applicant acknowledges that he/she has read, understands and fully agrees to the above:

\_\_\_\_\_  
Date

\_\_\_\_\_  
Applicant's Signature

**BACKGROUND QUESTIONNAIRE**

**APPLICANT OR VOLUNTEER BEING CONSIDERED FOR  
A POSITION HAVING SUPERVISORY AUTHORITY OVER MINORS**

Section 5164 of the Public Resources Code of the State of California prohibits the Desert Recreation District from hiring a person for employment at, or hiring a volunteer to perform services at, any of its parks, playgrounds or recreational centers used for recreational purposes in a position having supervisory or disciplinary authority over any minor, if the person has been convicted of certain crimes under the California Penal Code. Section 5164 also authorizes the Desert Recreation District to screen any such prospective employee or volunteer for his or her criminal background. In light of your interest in being hired by the Desert Recreation District for employment at, or being hired as a volunteer to perform services at, any of its parks, playgrounds or recreational centers used for recreational purposes, in a position having supervisory or disciplinary authority over any minor, and in order to give effect to Section 5164 of the Public Resources Code of the State of California, please answer the following supplemental questions:

1. Are you willing to be fingerprinted in order that the Desert Recreation District may screen you for a criminal background?

Yes \_\_\_\_ No \_\_\_\_

2. Have you ever been convicted of violation or attempted violation of any of the statutes specified in Public Resources Code Section 5164 (copy attached), including conviction for violation or attempted violation of an offense committed outside the State of California, if the offense would have been a crime as defined in the statutes referred to if committed in California? This question does not refer to a misdemeanor conviction as defined in Part B of Attachment A (copy attached), unless you have three or more misdemeanor convictions, a felony conviction, or were incarcerated for any of those crimes listed within the preceding ten (10) year period.

Yes \_\_\_\_ No \_\_\_\_

*If your answer is Yes, please describe the crime(s) of which you were convicted, the date upon which you were convicted and the jurisdiction in which you were convicted:*

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3. Without in any way limiting the foregoing, have you ever been convicted of any crime involving an assault with intent to commit a felony, any crime against a person involving sexual assault, any crime against public decency and good morals, disorderly conduct, annoying or molesting a child under age 18, kidnapping, robbery or carjacking?

Yes \_\_\_\_ No \_\_\_\_

*If your answer is Yes, please describe the crime(s) of which you were convicted, the date upon which you were convicted and the jurisdiction in which you were convicted:*

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4. Are you currently released on bail or on your own recognizance for any crime?

Yes \_\_\_\_ No \_\_\_\_

*If your answer is Yes, please describe the crime(s) of which you were convicted, the date upon which you were convicted and the jurisdiction in which you were convicted:*

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**DECLARATION**

I, **(Print Name)** \_\_\_\_\_, in seeking to be hired by the Desert Recreation District for employment at, or hired by the Desert Recreation District as a volunteer to perform services at, any park, playground or recreational center used by the Desert Recreation District for recreational purposes, in a position having supervisory or disciplinary authority over any minor, hereby declare under penalty of perjury that the foregoing is true and correct and that this declaration is executed at:

**(City)** \_\_\_\_\_, **California on (Date)** \_\_\_\_\_, **(Year)** \_\_\_\_\_.

I acknowledge and agree that should any of my answers to the foregoing questions be subsequently determined to be false and not true, the Desert Recreation District can immediately terminate my employment by it or cease allowing me to perform voluntary services, without notice.

I hereby agree to indemnify and hold harmless the Desert Recreation District, its directors, agents and employees, from any and all claims, causes of action, suits, actions, damages, losses or liability arising out of termination of my employment and/or termination of my volunteer services rendered to the Desert Recreation District which may occur should any of my answers to the foregoing questions be subsequently determined to be false and not true and/or untrue.

\_\_\_\_\_  
**Applicant/Volunteer Signature**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
Witness Signature

\_\_\_\_\_  
Date

## ATTACHMENT A

### PROHIBITED OFFENSES UNDER CALIFORNIA PENAL CODE

#### Part A

A recreation and park district shall not hire anyone for employment in a position with supervisory or disciplinary responsibility over minors (either for pay or as a volunteer) if the person has been convicted of any violation or attempted violations of Section 220, 261.5, 262, 273a, 273d, or 273.5 of the Penal Code, or any sex offense listed in Section 290 of the Penal Code, except for the offense specified in subdivision (d) of Section 243.4 of the Penal Code. The offenses outlined in this subsection are:

- 220** Assault with intent to commit mayhem, rape, sodomy, oral copulation, rape in concert with another, lascivious acts upon a child, or penetration of genitals or anus with foreign object (except assault to commit mayhem)
- 261** Rape
- 261.5** Unlawful sexual intercourse with a female under age 18
- 262** Rape of spouse
- 264.1** Rape or penetration of genital or anal openings by foreign object, etc.; acting in concert by force or use of force
- 266** Inveiglement or enticement of unmarried female under 18 for purposes of prostitution; aiding and abetting; procuring a female for illegal intercourse by false pretenses
- 266c** Unlawful sexual intercourse, sexual penetration, oral copulation, or sodomy; consent procured by false or fraudulent representations with intent to create fear
- 266h(b)** Pimping a minor
- 266i** Pandering a minor
- 266j** Procurement of child under age 16 for lewd or lascivious acts
- 267** Abduction of person under 18 for purposes of prostitution
- 269** Aggravated sexual assault of a child
- 272** Causing, encouraging or contributing to the delinquency of persons under 18 years
- 273a** Willful cruelty or unjustifiable punishment of child; endangering life or health
- 273.d** Corporal punishment or injury of a child
- 273.5** Corporal injury of spouse or cohabitant of opposite sex
- 285** Incest
- 286** Sodomy
- 286.5** Sexually assaulting an animal
- 287** Sodomy
- 288.5** Continuous sexual abuse of a child

- 288** Lewd or lascivious acts with child under 14
- 288a** Unlawful oral copulation
- 288.2** Harmful matter sent with intent of seduction of minor (FELONY ONLY)
- 289** Genital or anal penetration with a foreign object
- 311.1** Sent or brought into state for sale or distribution; possessing, preparing, publishing, producing, developing, duplicating, or printing within state; matter depicting sexual conduct by minor.
- 311.2** Sending, receiving, printing, exhibiting, distributing materials depicting sexual conduct by a minor
- 311.3** Depicting by film, photograph, videotape, etc., sexual conduct by a person under 14
- 311.4** Employment of a minor to perform prohibited acts
- 311.10** Advertising for sale or distribution of materials depicting a person under age 18 engaging in or simulating sexual conduct
- 311.11** Possession or control of material depicting a person under 14 engaging in or simulating sexual conduct
- 314** Lewd or obscene conduct, indecent exposure, obscene exhibition
- 647a** Engaging in or lewd or dissolute conduct in a public place or in any place open to the public
- 647d** Loitering in or about a public toilet for the purpose of engaging in or soliciting a lewd or lascivious or unlawful act
- 647.6** Annoying or molesting a child under 18

This section also includes anyone committed as a mentally disordered sex offender under the Welfare and Institutions Code.

**Part B**

A recreation and park district shall not hire (either for pay or as a volunteer) anyone for employment in a position with supervisory or disciplinary responsibility over minors if the person has been convicted of any felony or misdemeanor specified in Chapter 3 (commencing with Section 207) of Title 8 of Part 1 of the Penal Code, Section 211 or 215 (if a deadly or dangerous weapon was used, as provided in subsection (b) of Section 12022), Section 217.1 or Section 236 of the Penal Code, any offense specified in Chapter 9 (commencing with Section 240) of Title 8 of Part 1 of the Penal Code, or any offense specified in subdivision (c) of Section 667.5 of the Penal Code within ten years of the date of the employer's request.

If the conviction for any specified felony is over ten (10) years old, then a recreation and park district shall not hire (either for pay or as a volunteer) anyone for employment in a position with supervisory or disciplinary responsibility over minors if the person has been incarcerated for the offense within ten (10) years of the date of the request.

No record of a misdemeanor conviction will be transmitted, unless the person has a total of three (3) or more misdemeanor convictions, or a combined total of three (3) or misdemeanor and felony convictions, or has been incarcerated for any violation in this section within the preceding ten (10) years.

**207 – 210 (+ 12022)** Kidnapping

**211 (+12022)** Robbery

- 215 (+12022)** Carjacking  
Section 207-210, 211 and 215 apply only if accompanied by a concurrent finding under Section 12022 that a deadly or dangerous weapon was used in the commission of the crime.
- 217.1** Assault on public official
- 236** False imprisonment
- 237** False imprisonment
- 240** Assault
- 241.1** Assault upon custodial officer
- 241.2** Assault on school property
- 241.3** Assault against transportation personnel or passenger
- 241.4** Assault on peace officer of school district
- 241.7** Assault against jurors
- 242** Battery
- 243.1** Battery against custodial officer in performance of duties
- 243.2** Battery on school property
- 243.3** Battery against transportation personnel or passenger
- 243.4** Sexual battery
- 243.5** Assault or battery on school property
- 243.6** Assault or battery on process server
- 243.7** Battery against jurors
- 244** Assault with caustic chemicals
- 244.5** Assault with stun gun or laser
- 245** Assault with deadly weapon or force likely to produce great bodily injury
- 244.2** Assault with deadly weapon or force likely to produce great bodily injury on transportation personnel or passenger
- 245.3** Assault with deadly weapon or force likely to produce great bodily injury on custodial officer
- 246** Shooting at inhabited dwelling house, occupied building or vehicle, or inhabited house, car or camper
- 247** Shooting at unoccupied aircraft or motor vehicle
- 247.7** Discharge of laser at aircraft
- 667.5** Sentencing enhancements for various crimes of violence



## Public Resource Code 5164

(a) (1) A county or city or city and county or special district shall not hire a person for employment, or hire a volunteer to perform services, at a county or city or city and county or special district operated park, playground, recreational center, or beach used for recreational purposes, in a position having supervisory or disciplinary authority over any minor, if that person has been convicted of any offense specified in paragraph (2).

(2) (A) Violations or attempted violations of Section 220, 261.5, 262, 273a, 273d, or 273.5 of the Penal Code, or any sex offense listed in Section 290 of the Penal Code, except for the offense specified in subdivision (d) of Section 243.4 of the Penal Code.

(B) Any felony or misdemeanor conviction specified in subparagraph (C) within 10 years of the date of the employer's request.

(C) Any felony conviction that is over 10 years old, if the subject of the request was incarcerated within 10 years of the employer's request, for a violation or attempted violation of any of the offenses specified in Chapter 3 (commencing with Section 207) of Title 8 of Part 1 of the Penal Code, Section 211 or 215 of the Penal Code, wherein it is charged and proved that the defendant personally used a deadly or dangerous weapon, as provided in subdivision (b) of Section 12022 of the Penal Code, in the commission of that offense, Section 217.1 of the Penal Code, Section 236 of the Penal Code, any of the offenses specified in Chapter 9 (commencing with Section 240) of Title 8 of Part 1 of the Penal Code, or any of the offenses specified in subdivision (c) of Section 667.5 of the Penal Code, provided that no record of a misdemeanor conviction shall be transmitted to the requester unless the subject of the request has a total of three or more misdemeanor convictions, or a combined total of three or more misdemeanor and felony convictions, for violations listed in this section within the 10-year period immediately preceding the employer's request or has been incarcerated for any of those convictions within the preceding 10 years.

(b) (1) To give effect to this section, a county or city or city and county or special district shall require each such prospective employee or volunteer to complete an application that inquires as to whether or not that individual has been convicted of any offense specified in subdivision (a). The county or city or city and county or special district shall screen, pursuant to Section 11105.3 of the Penal Code, any such prospective employee or volunteer, having supervisory or disciplinary authority over any minor, for that person's criminal background.

(2) Any local agency requests for Department of Justice records pursuant to this subdivision shall include the prospective employee's or volunteer's fingerprints, which may be taken by the local agency, and any other data specified by the Department of Justice. The request shall be made on a form approved by the Department of Justice. No fee shall be charged to the local agency for requesting the records of a prospective volunteer pursuant to this subdivision.



## Volunteer Background Consent/Release Form & Confidentiality Statement

Applicant's Legal Name (printed)

---

Social Security Number \_\_\_\_\_ Date of Birth \_\_\_\_\_

Applicant's Street Address

---

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

I, \_\_\_\_\_, authorize and give consent for the above named organization to obtain information regarding myself. This includes the following:

- Criminal background records/information
- Sex Offender Registry Checks
- Addresses
- Social Security Verification

I the undersigned, authorize this information to be obtained either in writing or via telephone in connection with my application. Any person, firm or organization providing information or records in accordance with this authorization is released from any and all claims of liability for compliance. Such information will be held in confidence in accordance with the organization's guidelines.

Print Name:

\_\_\_\_\_ Date: \_\_\_\_\_

Signature:

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**Southeastern Security Consultants, Inc (SSCI)** is the Desert Recreation District's preferred provider for our volunteer background screening. Below is their Confidentiality Statement and commitment to you concerning the private information shared on the front of this form.

## **SSCI CONFIDENTIALITY STATEMENT**

SSCI respects the privacy of our offline/online visitors and clients. It is our policy to maintain the confidentiality and privacy of any personal data voluntarily submitted to us in writing or while visiting our website. We will use the information obtained from our visitors and clients for internal purposes only.

### **Security**

We take steps to protect against the loss, misuse or unauthorized alteration of personally identifiable information collected through this Web site. We recognize the importance of security for all personally identifiable information collected by our Web site. We exercise care in providing secure transmission of your information from your PC to our servers.

Once we receive personally identifiable information, we take steps to protect its security on our systems. Prior to employment, all SSCI applicants must successfully complete a rigorous background screening program. Once approved, these employees are put through intensive training and are constantly supervised to ensure compliance to internal policies and procedures.

We have also implemented measures to protect all "hard copy" documentation. All critical documentation is securely stored for 30 days in our corporate offices. During this time, access is strictly limited to those employees who need access to carry out their job responsibilities. After this time frame has expired, these documents are destroyed utilizing a NAID certified local company. This process involves on-site destruction and provides certification that 100% of the documents have been effectively demolished.

We have an ICSA certified firewall in place that prevents outside hackers and automated attack programs from penetrating our network. In addition, we have the latest and most updated anti-virus software in place to prevent viruses from entering our computer network, which reduces the exposure to data destruction and theft via internally placed "stealth" programs. Knowing that this was not enough, we have also ensured that the best anti-spyware defenses are in place to prohibit spyware from infiltrating our network and clandestinely gathering our data. Finally, a solid data backup system is in place that protects our system and data in case of catastrophe. Backups of this system are stored electronically in a secure off site location.

SSCI also limits access to personally identifiable information to those employees who need access in order to carry out their job responsibilities.

### **Information Sharing**

SSCI does not sell or rent personal information to third parties. SSCI will not disclose your information to a third party without your permission, except as described in this Privacy Policy.

SSCI may disclose personal information as necessary to a third-party representative or subcontractor authorized by SSCI to assist in the background screening investigation. These third parties include service providers that help host or support the web site or otherwise provide technical assistance, court researchers and other service vendors. SSCI transfers to these representatives and subcontractors only the personal information they need to deliver to SSCI (for the benefit of SSCI's client) the requested product or service. SSCI prohibits these third parties from using that information for any other purpose. SSCI requires that these parties maintain commercially reasonable measures to protect the confidentiality of your information.