

6/14/2009

## District 9 Policy #1 – Application For Being On District 9 Staff /Background Checks

The Washington District 9 District Administrator shall require all District Staff personnel to fill out a current year Little League Volunteer Application to be a member of the staff (D.A. may require this to occur each year even if they are repeat Staff Members). They must also give permission for the District to conduct a Background Check.

The District Administrator and one other returning District Staff Member chosen by the District Administrator shall constitute the Criminal History Investigation Review Committee for Washington District 9. This Committee has the sole discretion to “pass” or “fail” a person based on the Background Check information conducted in the interest of protecting both the children and adult members of the District. Any of the following convictions will automatically constitute “failing” the criminal history investigation by District 9:

Any felony conviction in the last 10 years

Any Conviction as a juvenile or an adult for abuse or neglect of a child, developmentally disabled person or vulnerable adult

The Committee will take into consideration all other convictions and judgements on an individual basis and make their determination accordingly. Drug related, alcohol related, and thefts of funds or equipment from an organization are examples of convictions that weigh heavily on the committees decision process.

### **Persons Required to Undergo Investigation**

Every person that has a desire to be appointed to the District Staff by the District Administrator is required to complete a LL Volunteer Application form at the time of application and pass the criminal history investigation conducted by the District Committee before they will be considered by the District Administrator to be appointed to the District Staff. This investigation shall be conducted on National records.

### **Confidentiality and Investigation Reporting**

Confidentiality is extremely important in this manner. The District Administrator and the other appointed Committee Member are the only two people authorized to do the criminal history investigation for District 9 interests. The Committee will NOT share, discuss, confirm, or deny this information with anyone. At no time will any information obtained, other than “pass” or “fail” ever be released in any way to anyone other than the Committee, the individual and/or Law Enforcement authorities. The Committee shall notify every person in writing on the District 9 Criminal History Investigation form of the outcome of his or her Criminal History Investigation within 10 days of completion of the investigation

In the event a person “fails” the criminal history investigation, the Committee shall notify the person in writing on the District 9 Criminal Investigation form only that they have failed the criminal history investigation.

### **Appointment Policy**

After the person applying for appointment to the District Staff has passed the Criminal History Investigation by the District Committee, the District Administrator shall consider the person for appointment to the District Staff. The District Administrator shall have the right and privilege to consider other reasons to deny appointment, at his discretion, but the Criminal History Investigation shall be one of the criteria. The District Administrator may have other reasons for denying appointment to the Staff, and per Little League Baseball, Inc. guidelines, he/she shall not disclose these reasons to the individual making application. The District Administrator shall just not appoint the applicant.

Any appointment to the District Staff shall be made solely by the District Administrator. The appointee shall serve at the pleasure of the District Administrator and the District Administrator shall have the authority to discipline and/or dismiss any appointee at any time the District Administrator wishes without giving a reason. There shall be no appeal to this process. Each appointment is for a “Current Year Only” time frame and all appointees will have to be re-appointed, or not, every year.

**Bob Toigo**

Bob Toigo, DA  
Wash. Dist. 9