



PARKS AND
RECREATION

Caddo Parks & Recreation

VOLUNTEER MANUAL

Updated January 1, 2025

Table of Contents

Organizational Information.....	4	4.5 Professional Services	
Mission and Vision	5	4.6 Orientation	
Section 1: General Overview of Volunteer Program	6	4.7 Continuing Education	
1.1 Utilization of Volunteers			
1.2 Definition of “Volunteers”			
1.3 Purpose of Volunteer Policies			
1.4 Scope of Volunteer Policies			
1.5 Scope of Volunteer Involvement			
1.6 Evaluation of Volunteer Program			
Section 2: Policies and Procedures for Safety and Conduct of Volunteers.....	7	Section 5: Supervision and Evaluation of Volunteers	14
2.1 Screening of Volunteers		5.1 Supervision of Volunteers	
2.2 Notice of Criminal Proceedings		5.2 The Volunteer as Volunteer Supervisor	
2.3 Safety and Welfare of Volunteers		5.3 Volunteer/Staff Relationships	
2.4 Child Protection Policy		5.4 Staff Volunteer Management Training	
2.5 Substance Abuse		5.5 Staff Involvement in Volunteer Evaluation	
2.6 Inappropriate Behavior		5.6 Lines of Communication	
2.7 Dress Code		5.7 Standards of Performance	
2.8 Conflict of Interest		5.8 Request for Volunteer Feedback	
2.9 Sportsmanship			
2.10 Community Relations		Section 6: Volunteer Support and Recognition	15
2.11 Educational Animal Ambassador Handling		6.1 Access to CPPR Property and Materials	
Section 3: Rights and Responsibilities	10	6.2 Insurance	
3.1 Relationship Between Volunteer and CPPR		6.3 Tax Incentive	
3.2 Maintenance of Records		6.4 Annual Recognition Event	
3.3 Sign-In Sheets		6.5 Informal Recognition	
3.4 Confidentiality		6.6 Volunteer Career Paths	
3.5 Work Site			
3.6 Rules and Rosters		Attachments	
3.7 Absenteeism		I. Listing of Park Sites	16
3.8 Right to Reject Services/Termination		II. Volunteer Screening Guidelines.....	17
3.9 Resignation		III. Volunteer Application	18
3.10 Notice of Departure or Re-Assignment of a Volunteer		IV. Background Check Consent Form	19
		V. Request for Background Information ...	20
		VI. Disclosure/Authorization Form.....	21
		VII. Volunteer Job Descriptions.....	22
		VIII. CPPR Child Protection Policy	23
		IX. Injury/Accident Report Form*	22
Section 4: Recruitment and Training of Volunteers	12		
4.1 Recruitment			
4.2 Placement			
4.3 Acceptance and Appointment			
4.4 Re-Assignment			

**This form needs to be completed and turned into your supervisor or the Volunteer Supervisor immediately following an injury/accident.*

ORGANIZATIONAL INFORMATION

Thank you for volunteering with the Caddo Parish Parks & Recreation Department. Volunteers are integral of the mission of the department and your efforts are invaluable. Your dedication makes our community a better place to live, work, and play.

ORGANIZATIONAL INFORMATION

The Caddo Parish Commission is the governing authority for the Parish of Caddo and is a political subdivision of the State of Louisiana. The Commission consists of twelve members called commissioners who are elected to four-year terms and constitute the legislative branch of the parish government. A parish Administrator, appointed by the Commission, is the chief executive officer and head of the executive branch. The Parish Administrator is responsible for the day-to-day operations of the departments of Finance and Human Resources, Facilities and Maintenance, Public Works, Parks and Recreation, Animal Services and Mosquito Control, and Juvenile Services.

Citizens of Caddo Parish provide funding for the operation of the parish through taxes. The Public Facilities and Recreation millage, collect through property taxes, provides 98 percent of the department's operational funding. The millage must be renewed by voters every 10 years, last renewed in 2018. The average homeowner in Caddo Parish pays ten dollars a year in property taxes for the Public Facilities and Recreation millage.

Caddo Parish Parks and Recreation Department owns and maintains 14 parks, 2 historical sites, and 1 community garden, consisting of over 1,000 acres of public lands in Caddo Parish. (Attachment I-Listing of Park Sites).

MISSION AND VISION

OUR MISSION

The Caddo Parish Parks and Recreation Department is committed to providing quality facilities, recreational programs, and other leisure time activities for the enjoyment, health, and benefit of the residents of Caddo Parish. In carrying out this responsibility, the department provides clean, safe park facilities throughout the Parish and a variety of recreational programs to ensure a positive experience for all our visitors.

OUR VISION

To enhance and improve the quality of life of all residents and visitors of Caddo Parish. The Caddo Parish Parks and Recreation Department will provide excellent customer service through well maintained facilities and highly trained and motivated staff. The programs and services offered will always reflect the wants and needs of our community.

VOLUNTEER PROGRAM MISSION STATEMENT

Volunteers are essential to carrying out Caddo Parish Parks and Recreation's mission and meeting daily and annual needs of the parks and the department's recreational programming. As such, volunteers shall be given effective training and supervision, extended opportunities for meaningful and valuable work assignments, and recognized for their service by the Parish of Caddo.



**PARKS AND
RECREATION**

SEC. 1 | General Overview of Volunteer Program

1.1 UTILIZATION OF VOLUNTEERS

CPPR is best served by the active participation of its citizens in all aspects of community life. Through involvement in park projects and recreational programming our citizens of all ages learn more about their community while forming strong bonds with one another. To this end, the CPPR accepts and encourages the involvement of volunteers within all appropriate programs and activities. All staff members, as well as others in leadership roles, are encouraged to assist in the creation of meaningful and productive roles for volunteers.

1.2 DEFINITION OF “VOLUNTEER”

A “volunteer” is anyone, who without compensation, performs a task at the direction of and on behalf of the CPPR. A “volunteer” must be officially registered and/or enrolled by the CPPR prior to performance of the task. Volunteers shall not be considered as “employees” of the Parish of Caddo.

1.3 PURPOSE OF VOLUNTEER POLICIES

The purpose of these policies is to provide overall guidance, structure and direction to staff and volunteers throughout the volunteer process. These policies do not constitute, either implicitly or explicitly, a binding contractual or personnel agreement. CPPR reserves the right to change any of these policies at any time and to expect adherence to the changed policy.

1.4 SCOPE OF VOLUNTEER POLICIES

Unless specifically stated, these procedures apply to all volunteers in all programs and projects undertaken on behalf of the CPPR, and to all sites of operation of the CPPR.

1.5 SCOPE OF VOLUNTEER INVOLVEMENT

Volunteers may be utilized in many programs and activities of the CPPR, and serve at appropriate levels of skill as determined by the staff. A scope of volunteer position descriptions is provided in this manual outlining the general roles, duties, and expectations for volunteers.

1.6 EVALUATION OF VOLUNTEER PROGRAM

The Volunteer Supervisor shall conduct an annual evaluation of the utilization of volunteers by the Department. The general information gathered will consist of the number of volunteers used, number of volunteer hours served, projects, events and programs where volunteers were used.

SEC. 2 | Policies & Procedures for Safety and Conduct of Volunteers

2.1 SCREENING OF VOLUNTEERS

CPPR will conduct background checks on all volunteers age 18 or older-participating in Caddo Parks and Recreation recreational, athletic and related leisure service programs where volunteers work in direct contact with at-risk clients, such as children under the age of 18, developmentally disabled persons, the frail, or the elderly. Background check results will determine his/her suitability to serve as a parks and recreation volunteer.

The screening may include:

- (1) Criminal Background Records/Information
- 2) Sex Offender Registry Checks
- 3) Address Verification
- 4) Department head MUST sign off on all applicants before they are input into Southern Research.

These checks will be filed and renewed annually for those on-going volunteers whose jobs require these types of checks.

Volunteers who refuse permission to conduct these checks or who fail to submit the prior information will not be accepted for placement with these clients. The CPPR shall provide a copy of the response from the various checks performed on the prospective volunteer upon request. (See Attachment III-Background Information/Authorization Form, Attachment IV-Background Check Policy).

All CPPR volunteers must review and abide by the policies and procedures in the Child Protection Policy.

2.2 NOTICE OF CRIMINAL PROCEEDINGS

Any volunteer who is arrested or otherwise charged with committing a criminal offense, other than a minor traffic violation, must notify their CPPR supervisor immediately. Failure to give prompt and proper notice may constitute grounds for removal from service.

2.3 SAFETY AND WELFARE OF VOLUNTEERS

Safety and welfare of volunteers is of utmost importance to CPPR.

- Accepted common sense standards of behavior will be outlined prior to the performance of volunteer tasks/assignments. Volunteers should exercise maximum care and good judgment to prevent accidents and injuries.
- All CPPR staff are trained in basic First Aid and CPR. A first aid kit is to be on hand at all events. In the event of an injury, appropriate first aid is to be given, and the staff is to immediately complete an accident report and submit a copy to the Department Director.
- Report unsafe conditions, equipment, or practices to CPPR staff immediately.
- Use safety equipment provided by CPPR at all times. Observe all safety rules and regulations.

SEC. 2 | Policies & Procedures for Safety and Conduct of Volunteers

- Access to telephone communication should be available at all events.
- All minors are to be directly supervised by an adult.
- No power tools or Parish of Caddo vehicles are to be used by CPPR volunteers.
- Notify CPPR staff before beginning work, of any medication they are taking that may cause drowsiness or other side effects that are likely to lead to injury to themselves and/or their coworkers. (See Attachment II- Injury/Accident Report Form)

2.4 CHILD PROTECTION POLICY

The safety and well-being of all participants in CPPR youth athletic/recreational programs are paramount. CPPR promotes a wholesome leisure program environment where young people grow up happy, healthy, and, above all, safe.

CPPR has established a zero-tolerance culture that does not allow any type of activity that promotes or allows any form of misconduct or abuse (mental, physical, emotional, or sexual) between recreation program participants, players, coaches, parents/guardians/caretakers, spectators, volunteers, and/or any other individual. CPPR staff/volunteers shall remove any individual that is exhibiting any type of mental, physical, emotional, or sexual misconduct and report the individual to the authorities immediately. (See Attachment III- CPPR Child Protection Policy)

2.5 SUBSTANCE ABUSE

Substance abuse is strictly prohibited on all Caddo Parish Parks and Recreation (CPPR) facilities and during the management of any CPPR programs. Any volunteers who participate in the unlawful manufacturing, use, sale, purchase, transfer or possession of illegal substances while involved with CPPR will be turned in to the police department and prosecuted to the fullest extent of the law. CPPR volunteers are not allowed to drink alcohol or smoke at any CPPR facilities while volunteering. CPPR volunteers are not allowed to serve while under the influence of alcohol and/or any other substances.

2.6 INAPPROPRIATE BEHAVIOR

All volunteers are strictly prohibited from any behavior that could be construed as inappropriate, including but not limited to, physical (paddling), emotional (name calling), verbal (profanity) or sexual abuse/harassment (inappropriate touching or mannerisms).

2.7 DRESS CODE

As representatives of Caddo Parish, volunteers-like staff, are responsible for presenting a good image to the community. Volunteers shall dress appropriately for the conditions and performance of their duties. Volunteer or Event/Program Supervisor will provide any further specifications required.

2.8 CONFLICT OF INTEREST

Conflicts of interest between public service of the volunteer and personal gain (including political, financial and business) must be avoided at all times. Volunteers are encouraged to complete the Louisiana Code of Ethics Training annually and those seeking the Tax Incentive (see Section 6.c) are required to do so.

SEC. 2 | Policies & Procedures for Safety and Conduct of Volunteers

2.9 SPORTSMANSHIP

Volunteers will promote good sportsmanship, team play, personal improvement, leadership skills and ongoing involvement in recreational activities. Any volunteer that does not display good sportsmanship will be dismissed from all CPPR programs and relieved of all volunteer coaching duties. For example, ridiculing of officials, opposing teams or coaches and use of profanity.

2.10 COMMUNITY RELATIONS

Volunteers will display a positive image of CPPR at all times. All interactions with CPPR staff, participants, other volunteers, parents, the media, and members of the community should be based on mutual respect.

2.11 EDUCATIONAL ANIMAL AMBASSADOR HANDLING

Volunteers involved in the Volunteer Naturalist Program have the opportunity to work with live animals in the department's Educational Animal Ambassador program through duties such as animal care, feeding, and educational presentations. These animals include, but are not limited to, raptors, small mammals, reptiles, and insects. The policies below apply to all animals in the department's educational collection and are in effect at all times.

- Handling and transportation of animal ambassadors for programs and events can be done by Volunteer Naturalists only after staff approval and are based on a personal assessment of each volunteer's knowledge, comfort, and confidence in animal handling.
- Only park staff and trained Volunteer Naturalists are approved to hold/handle the animal ambassadors. Volunteers who have not enrolled in the Volunteer Naturalist Program or any member of the general public may not handle live animals, with the exception of insects.
- Animal ambassadors are never to be left alone or in care of anyone other than staff or Volunteer Naturalists.
- Animal ambassadors' comfort and safety should always be the first priority. Temperature, noise levels, crowd size, etc. should all be taken in to consideration when assessing the animal's comfort.
- Raptors should be handled with minimal contact (i.e. no petting).
- Animal ambassadors must be picked up and returned on same day.

SEC. 3 | Rights and Responsibilities

3.1 RELATIONSHIP BETWEEN VOLUNTEER AND CPPR

Volunteers are viewed as a valuable resource to the CPPR, its staff and the residents of Caddo Parish. Volunteers shall be extended the right to be given meaningful assignments, the right to be treated as respected co-workers, the right to effective supervision, the right to appropriate involvement and participation, and the right to receive recognition for work done. In return, volunteers shall agree to actively perform their duties to the best of their abilities and to remain loyal to the goals and policies of the CPPR.

3.2 MAINTENANCE OF RECORDS

A system of records will be maintained on each volunteer with the CPPR, including dates and hours of service, positions held, and awards received. Volunteers and appropriate staff shall be responsible for submitting all appropriate records and information to the Volunteer Supervisor in a timely and accurate manner. Volunteer personnel records shall be accorded the same confidentiality as Parish of Caddo personnel records. There should be a certified Parks Volunteer List. There should be a background check log due to all background checks being redone every year.

3.2 SIGN-IN SHEETS

Volunteers must sign in when beginning service and sign out when service is completed for that day on the appropriate forms. Volunteers should be identifiable with a badge at all events. Badges should be visible at all times. Volunteers must check in and check out. Badges must be turned back in.

3.4 CONFIDENTIALITY

Access to confidential records is restricted to designated CPPR staff. All CPPR related business or program participant information overheard or entrusted to a volunteer needs to stay confidential.

3.5 WORK SITE

The supervisor prior to the enrollment of any volunteer shall establish an appropriate worksite. This worksite shall contain necessary facilities, equipment, and space to enable the volunteer to effectively and comfortably perform his or her duties. Volunteer work sites are subject to the same safety requirements as are all CPPR work sites.

3.6 RULES AND ROSTERS

Volunteers will be expected to follow all rules set forth by CPPR, including but not limited to, deadlines to turn in required paperwork and rosters, timelines and attendance at mandatory meetings and clinics. Failure to follow these rules may result in the coach and/or team being denied participation in the CPPR league.

3.7 ABSENTEEISM

Volunteers are expected to perform their duties as scheduled and on a timely basis. If expecting to be absent from a scheduled duty, volunteers shall inform the Volunteer Supervisor as far in advance as possible so that alternative arrangements may be made.

SEC. 3 | Rights and Responsibilities

3.8 RIGHT TO REJECT SERVICES/TERMINATION

The CPPR reserves the right to limit the use of volunteers, adjust the hours of any volunteer or to reject services as it, in its sole discretion, deems fit, in order to best achieve its public purpose. Participation in any volunteer position of the Department shall be open to any individual and no individual shall be discriminated against based upon race, color, religion, age, sex, national origin or physical, mental or sensory handicap, or on the basis of any other characteristic protected by law. Grounds for rejecting services may include, but are not limited to: unsatisfactory background check, gross misconduct or insubordination, being under the influence of alcohol or drugs, theft of property, misuse of CPPR equipment or materials, mistreatment of clients or co-workers, failure to abide by Parish of Caddo policies and procedures, failure to meet the standards of performance relating to the essential functions of the volunteer position, and/or failure to satisfactorily perform assigned duties.

3.9 RESIGNATION

Volunteers may resign from volunteer service with the Department at any time. It is requested that volunteers who intend to resign provide advance notice of departure to the Volunteer Supervisor.

3.10 NOTICE OF DEPARTURE OR RE-ASSIGNMENT OF A VOLUNTEER

In the event that the volunteer departs the CPPR, whether voluntarily or involuntarily, or is re-assigned to a new position, it shall be the responsibility of the Volunteer Supervisor to inform department staff.

SEC. 4 | Recruitment and Training of Volunteers

4.1 RECRUITMENT

Volunteers shall be recruited by the CPPR on a pro-active basis, with the intent of broadening and expanding the volunteer involvement of the community. Volunteers shall be recruited without regard to race, color, national origin, gender, age, marital status, sexual preference, and/or disability. Volunteers may be recruited either through an interest in specific functions or through a general interest in volunteering which will later be matched with a specific function. Volunteers who have not reached the age of 18 must have the written consent of a parent or legal guardian prior to volunteering and will

4.2 PLACEMENT

In placing a volunteer, consideration shall be paid to the interests and capabilities of the volunteer and to the requirements of the volunteer position. No placement shall be made unless the needs of both the volunteer and the supervising staff can be met. A volunteer will not be assigned to work with a staff person without the consent of that staff person. Volunteers should be provided with a description of general volunteer duties and when needed, a scope of work description so there is complete understanding of the expectations of their service. This should clearly identify the essential job functions the volunteer is authorized to perform. Since volunteers are considered a valuable resource in performing the CPPR's work, staff is encouraged to seriously consider creative ways in which volunteers can be of service and to consult with the Volunteer Supervisor if in need of assistance or additional training.

4.3 ACCEPTANCE AND APPOINTMENT

Service as a volunteer with the CPPR shall begin with an official notification of acceptance or appointment to a volunteer position by the Volunteer Coordinator. A volunteer shall not begin performance of any position until he or she has been accepted for volunteer work and has completed all the necessary screening and paperwork.

4.4 RE-ASSIGNMENT

A volunteer who is re-assigned to new responsibilities shall receive appropriate orientation and training for that position before he or she begins work. In addition, any screening procedures appropriate for the specific position must be completed, even if the volunteer has already been working with the CPPR.

4.5 PROFESSIONAL SERVICES

Volunteers shall not perform professional services for which certification or licensing is required unless currently certified or licensed to do so. A copy of such certificate or license must be on file with the Volunteer Supervisor.

4.6 ORIENTATION

All volunteers will receive a general orientation on the nature and operation of the volunteer program and a specific orientation on the purposes and requirements of the volunteer work that they are accepting in that effort.

SEC. 4 | Recruitment and Training of Volunteers

4.7 CONTINUING EDUCATION

Volunteers are encouraged to improve their levels of skill during their terms of service. Additional training and educational opportunities may be made available to volunteers during their service with the CPPR. This continuing education may include both additional information on performance of their current volunteer assignment, as well as more general information. It may be provided either by the Department or by assisting the volunteer to participate in educational programs provided by other entities. The volunteer coordinator or supervisor will keep track of all recorded training hours, but it is the responsibility of the volunteer to complete the actual training and therefore keep his or her applicable credentials current with CPPR.

SEC. 5 | Supervision and Evaluation of Volunteers

5.1 SUPERVISION OF VOLUNTEERS

Each volunteer with the CPPR must have a clearly identified supervisor who is responsible for direct management of that volunteer. This supervisor may be a staff person, a trained adult volunteer, or other designated person. This supervisor shall be responsible for day-to-day management and guidance of the work of the volunteer, and shall be available to the volunteer for consultation and assistance. An adult must supervise minors under the age of eighteen.

5.2 THE VOLUNTEER AS VOLUNTEER SUPERVISOR

After consulting with the Volunteer Supervisor, a volunteer may be assigned to act as a supervisor of other volunteers. The supervising volunteer is under the direction of the Volunteer Supervisor or staff designee.

5.3 VOLUNTEER/STAFF RELATIONSHIPS

Volunteers and staff are considered to be partners in implementing the mission and programs of the Department, with each having a complementary role to play. It is essential for the proper operation of this relationship that each partner understands and respects the needs and abilities of the other.

5.4 STAFF VOLUNTEER MANAGEMENT TRAINING

An orientation on working with volunteers may be provided to staff. In-service training on effective volunteer utilization may be provided to those staff members who are highly involved in volunteer management.

5.5 STAFF INVOLVEMENT IN VOLUNTEER EVALUATION

Supervising staff may be involved in evaluation and work assignments of volunteers with whom they are connected.

5.6 LINES OF COMMUNICATION

Volunteers are entitled to all information pertinent to the performance of their work assignments except that information which the Parish of Caddo deems to be confidential. Lines of communication operate in both directions, and exist both formally and informally. Volunteers should be consulted regarding decisions that would substantially affect the performance of their duties. Volunteers and their supervisors are responsible for regular communication with the Volunteer Supervisor. The Volunteer Supervisor shall be informed of any substantial change in the work or status of a volunteer and shall be consulted in advance of any corrective action.

5.7 STANDARDS OF PERFORMANCE

Standards of performance may be established for on-going volunteer positions. These standards may list the work to be done in that position, measurable indicators of whether the work was accomplished and appropriate timelines for accomplishment of the work.

5.8 REQUEST FOR VOLUNTEER FEEDBACK

The Department may, from time to time, seek feedback from its volunteers in an effort to improve its volunteer programs.

SEC. 6 | Recruitment and Training of Volunteers

6.1 ACCESS TO CPPR PROPERTY AND MATERIALS

As appropriate, volunteers shall have access to CPPR property and materials necessary to fulfill their duties, and shall receive training in the operation of any equipment. Under no circumstances shall a volunteer operate any power tools or Parish of Caddo vehicles.

6.2 INSURANCE

Liability insurance is provided for all volunteers while engaged in volunteer work with the CPPR. Coverage is maintained through the Parish of Caddo.

6.3 TAX INCENTIVE

A State Law passed in 2007 provides for a \$500 deduction from taxable income per year for volunteers who complete 30 or more hours of service in a calendar year. To receive this benefit, volunteers must be registered with Caddo Parish Parks and Recreation as an official volunteer, complete Ethics Training, have submitted hours/time sheets properly in a timely fashion to respective Volunteer Supervisor. A link to complete Ethics training will be provided via email once background screening results are received and the applicant is cleared to volunteer. In February of each year, the Volunteer Supervisor will send tax letters to all volunteers meeting these requirements.

6.4 ANNUAL RECOGNITION EVENT

An annual volunteer recognition event may be held to highlight and reward the contributions of volunteers to the CPPR. A follow-up evaluation form will be randomly distributed following the event.

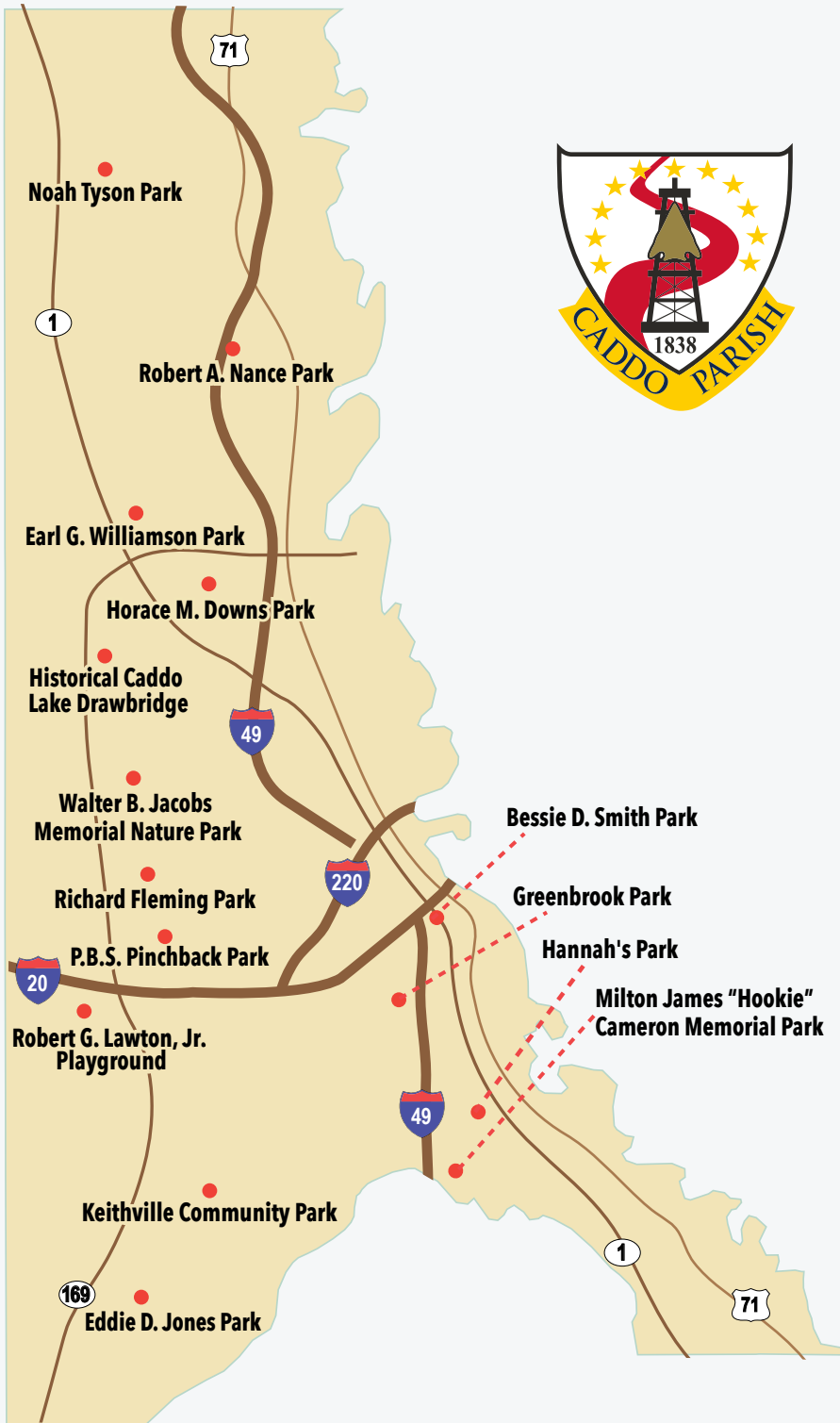
6.5 INFORMAL RECOGNITION

Thank you letters, e-mails and/or verbal thanks are to be given to all volunteers as appropriate. All staff and volunteers responsible for volunteer supervision are encouraged to undertake on-going methods of recognition of volunteer service on a regular basis throughout the year. These methods of informal recognition should range from a simple “Thank You” to a concerted effort to include volunteers as full participants in program decision-making and implementation.

6.6 VOLUNTEER CAREER PATHS

Volunteers are encouraged to develop their skills while serving with the CPPR, and are to be assisted through promotion to new volunteer jobs to assume additional and greater responsibilities. If so desired by the volunteer, the Department shall assist the volunteer in maintaining appropriate records of volunteer experience that would assist the volunteer in future career opportunities, both paid and volunteer. Letters of recommendation for college and/or employment fall in this category.

CADDO PARISH PARK SITES



- Bessie D. Smith Park
- Earl G. Williamson Park
- Eddie D. Jones Park
- Greenbrook Park
- Hannah's Park
- Historical Caddo Lake Drawbridge
- Horace M. Downs Park
- Keithville Community Park
- Milton James "Hookie" Cameron Memorial Park
- Noah Tyson Park
- P.B.S. Pinchback Park
- Richard Fleming Park
- Robert A. Nance Park
- Robert G. Lawton Park
- Walter B. Jacobs Memorial Nature Park

VOLUNTEER SCREENING GUIDELINES

A person will be prohibited from serving as a volunteer for Caddo Parish Parks and Recreation (CPPR) if the person has been found guilty of the following crimes. This policy does not apply if criminal charges resulted in acquittal, Nolle Prose, expungement, or dismissal.

- All sexual offenses, regardless of the amount of time since offense. Examples include, but are not limited to: Child molestation, Rape, Sexual assault, Sexual battery, Sodomy, Prostitution, Solicitation, Indecent exposure
- All felony offenses that constitute crimes against the person, regardless of the amount of time since offense. Examples include but are not limited to: Murder, Manslaughter, Aggravated assault, Kidnapping, Robbery, Aggravated burglary
- Any crimes involving children, regardless of the amount of time since the offense.
- All felony offenses other than those against the person or sexual within the past 10 years. Examples include but are not limited to: Drug offenses, Theft, Embezzlement, Fraud, Child endangerment
- All misdemeanor that constitute offenses against the person within the past 7 years. Examples include but are not limited to: Simple assault, Battery, Domestic violence, Hit & run
- All misdemeanor drug & alcohol offenses within the past 5 years or multiple offenses in the past 10 years. Examples include, but are not limited to: Driving under the influence, Simple drug possession, Drunk and disorderly, Public intoxication, Possession of drug paraphernalia.
- Any other misdemeanor within the past 5 years that would be considered a potential danger to children or is directly related to the functions of that volunteer. 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.

VOUNTEER APPLICATION

Applicant's Full Name (Printed)

Social Security #

Date Of Birth

Home Phone #

Cell Phone #

Email Address

Applicant's Physical Address:

Street

City

State

Zip

Mailing Address (If Different From Above):

Street

City

State

Zip

Volunteer Interest Area (choose all that are applicable):

Athletics Recreation Nature Education

BACKGROUND CHECK CONSENT FORM

I authorize and give consent for Caddo Parish Parks and Recreation (CPPR) to obtain information regarding myself. This includes the following:

- Criminal background records/information
- Sex Offender Registry Checks
- Current address verification

I, the undersigned, authorize this information to be obtained either in writing, email or via telephone in connection with my volunteer 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.

Background checks should be submitted to Southern Research within 3-5 business days of receiving from applicants

PRINTED NAME

SIGNATURE

DATE

OFFICE USE ONLY-TO BE COMPLETED BY CPPR STAFF SUPERVISING VOLUNTEER

Facility/Program _____

Volunteer Position _____

Supervisor's Name _____

Supervisor's Phone # _____

Date Received From Applicant _____

Approved Processing Date _____ By _____ (Dept. Head)

Input Into Southern Research _____ By _____ (Office Coordinator)

Received From Southern Research _____ Applicant Approved ____ Denied ____

If Denied, Reason _____

Date Results Sent To Applicant _____

021866 - Parish of Caddo Parks Division

REQUEST FOR BACKGROUND INVESTIGATION FOR SOUTHERN RESEARCH COMPANY, INC.

In connection with my application for employment, I understand that a consumer report and/or an investigative consumer report will be requested and obtained for employment purposes. **I acknowledge that I have signed a Disclosure and Authorization form and have received a copy of the summary of rights under the Fair Credit Reporting Act.**

By providing the information requested below and signing this Request for Background Investigation, I authorize such an investigation **on behalf of the Company named above.** I also acknowledge that a facsimile or photographic copy of this signed Request for Background Investigation will be as valid as the original.

1. APPLICANT OR SUBJECT OF INVESTIGATION – PLEASE PRINT OR TYPE				
Last Name	First Name	Middle Name	Social Security Number - -	
List AKA, Maiden, and/or previous married name(s) to be searched (<i>there is an additional charge for each name</i>)				
aka/maiden name	aka/maiden name	aka/maiden name	aka/maiden name	
Address				
City		State	Zip Code	
Date of Birth / /	Gender <input type="checkbox"/> Male <input type="checkbox"/> Female	Race	Drivers License Number	State

Applicant's signature: _____ Date: ___/___/___

2. SCOPE OF INVESTIGATION – PLEASE CHECK RECORDS TO BE SEARCHED

___ Social Security Number Trace

___ E-Verify

Criminal Court Records–Computer Name Index Search

___ Caddo/Bossier Metro (Caddo & Bossier Parish, Western District of LA, Shreveport & Bossier City Courts)

___ NWLA Search (Caddo/Bossier Metro plus Desoto Parish & Webster Parish)

___ County/Parish Search (List County/Parish): _____

___ Statewide Search: (List State Name): _____

___ International Search: (List Country Name): _____

Civil Court Records–Computer Name Index Search

___ Caddo Parish, Bossier Parish, and Western District of LA

___ County/Parish Search (List County/Parish): _____

U. S. District Court Records - Location: _____

Search Type: ___ Bankruptcy; ___ Criminal; ___ Civil

___ Official Driving Record: Louisiana (three-year covering period) ___ LA DL Status Inquiry

___ Official Driving Record: Out-of-State Record (List State) _____

___ National Sex Offender Registry ___ OIG Exclusion ___ Medicare/Medicaid Exclusion

___ RapidCrim (Database Search) ___ CNA/DSW Registries ___ LA State Adverse Action List

___ GAPSA (Database Search)

___ CAPS (Database Search) ___ Employment Verification

___ Evictions (Database Search) ___ Education/Professional Credential Verification

Type: _____

Client Information: Phone Number: **212-0221**

Fax Number: **212-0229**

DISCLOSURE/AUTHORIZATION (Employment Purposes)

021866 - Parish of Caddo Parks Division

In connection with my application for employment, I understand that a consumer report and/or an investigative consumer report may be requested and obtained for employment purposes on behalf of **the Company named above**. I also understand that, if I am hired, a consumer report and/or an investigative consumer report may be requested and obtained during the course of my employment.

The report may include information regarding my character, general reputation, personal characteristics, mode of living, and credit standing which may confirm or deny my eligibility for employment with **the Company named above**. The information contained in the report will be obtained from private and public record sources, including, as may be appropriate, personal interviews with sources such as neighbors, friends and associates.

By providing the information requested below and signing this Disclosure Authorization, I authorize the Company named above to request and obtain a consumer report and/or investigate consumer report regarding me. I also acknowledge that a facsimile or photographic copy of this signed Disclosure Authorization will be as valid as the original.

Applicant's Full Name (Please Print): _____

Street Address: _____

City: _____ State: _____ Zip: _____

Date of Birth (MM/DD/YY): _____ SSN: _____

Driver's License: State: _____ Number: _____

☞ Applicant's Signature: _____ Date: ____/____/____



SOUTHERN RESEARCH COMPANY INC.



PARISH OF CADDO
 Department of Human Resources
 505 Travis Street, Suite 840, Shreveport, LA 71101
 Phone: 318 226 6906 Fax: 318 429 7616

LOCATION CODE:
THIS ACCIDENT RESULTED IN: <input type="checkbox"/> BODILY INJURY <input type="checkbox"/> PROPERTY DAMAGE ONLY

ACCIDENT REPORT – GENERAL / PRODUCTS LIABILITY
 (DO NOT USE FOR AUTO)

Immediately after an accident fill out this form and send to:
 PARISH OF CADDO HUMAN RESOURCES VIA FAX (318) 429-7616 or EMAIL HRD@CADDO.ORG

CLIENT						
NAME Parish of Caddo		DEPARTMENT			PHONE	
ADDRESS						
CITY					STATE	ZIP
ACCIDENT						
DATE OF LOSS	TIME OF LOSS	LOCATION OF LOSS		CITY	STATE	ZIP
OFFICIALS CALLED TO THE SCENE <input type="checkbox"/> POLICE <input type="checkbox"/> FIRE DEPT. <input type="checkbox"/> AMBULANCE				IF SO, IDENTIFY		
CLAIMANT (PROPERTY DAMAGE)						
NAME		ADDRESS	CITY	STATE	ZIP	PHONE
DESCRIBE DAMAGED PROPERTY		ADDRESS	CITY	STATE	ZIP	EXTENT OF DAMAGE
CLAIMANT (BODILY INJURY)						
NAME		AGE	ADDRESS	CITY	STATE	ZIP
OCCUPATION		DESCRIBE EXTENT OF INJURY				
DESCRIPTION OF LOSS						
WITNESS						
NAME		ADDRESS	CITY	STATE	ZIP	PHONE
NAME		ADDRESS	CITY	STATE	ZIP	PHONE
DATE OF THIS REPORT		SIGNATURE AND TITLE				

VOLUNTEER NATURALIST / YOUTH SPORTS COACH JOB DESCRIPTION

VOLUNTEER NATURALIST JOB DESCRIPTION

Volunteer Naturalists (ages 18 and up) and Youth Volunteer Naturalists (persons 16-17 or persons 12-15 who have completed the Junior Naturalist Program) will contribute to meeting the Walter B. Jacobs Memorial Nature Park's mission of:

The Walter B. Jacobs Memorial Nature Park is dedicated to helping the citizens of Northwest Louisiana connect with nature by conserving a pine-oak-hickory forest for interpretation and recreation.

By assisting staff with one or more of the following:

- Facilitating or assisting with park events, outreach booths, or other public educational programming that promotes nature education, conservation, or the natural sciences.
- Facilitating or assisting with field trips, classroom presentations, camps or other group educational programming that promotes nature education, conservation, or the natural sciences¹.
- Assisting naturalists with animal care including feeding, cleaning, providing enrichment activities, or otherwise meeting the needs of the park's educational animal collection.
- Participating in park maintenance projects including trail maintenance, invasive species removal, beautification, etc.
- Participating in surveys, specimen collections, or other citizen science programs at the park.
- Providing support to staff, volunteers, or park projects by way of graphic design, photography, office work, event set-up/clean-up, or other ways that further the mission of the park.

Volunteer Naturalists must complete the 5-hour Volunteer Naturalist Training that includes overview of department policies, behind-the-scenes tour of the park, information of park programming, and animal handling² training.

¹*Volunteers that work directly with group program participants will be subject to additional screening as described in section 2a of the Caddo Parish Parks and Recreation Volunteer Manual.*

²*Animal handling training is not required to become a Volunteer Naturalist but is necessary before facilitating programs/presentations that use live animals or assisting with animal care. Youth Volunteers are not permitted to handle raptors.*

YOUTH SPORTS COACH JOB DESCRIPTION

Caddo Parish Parks and Recreation sponsors a variety of athletic programs every year. All league teams are led by volunteer coaches. Coaches play an important role in the community and the lives of children by providing positive reinforcement of individual and team success.

CHILD PROTECTION POLICY

I. PURPOSE

The purpose of this policy is to provide clarity to ALL (volunteers, staff and related program/league participants) on how they should engage with children, young people and vulnerable adults when working for, on behalf of, or in partnership with Caddo Parish Parks and Recreation Department. It is also to help us make sure that employees, volunteers and other program/league representatives are protected.

II. POLICY

The safety and well-being of all participants in Caddo Parish Parks and Recreation (CPPR) youth athletic/recreational programs are paramount. CPPR promotes a wholesome leisure program environment where young people grow up happy, healthy, and, above all, safe. CPPR does not tolerate any type of abuse against a minor, including, but not limited to, sexual, physical, mental, and emotional (as well as any type of bullying, hazing, or harassment). The severity of these types of incidents is life-altering for the child and all who are involved.

The goal of the CPPR Child Protection Policy is to prevent child abuse from occurring through an application screening process for all required volunteers and/or hired workers, ongoing training for its staff and volunteers, increased awareness, and mandatory reporting of any abuse. CPPR is committed to enforcing this policy!

CPPR has established a zero-tolerance culture that does not allow any type of activity that promotes or allows any form of misconduct or abuse (mental, physical, emotional, or sexual) between recreation program participants, players, coaches, parents/guardians/caretakers, spectators, volunteers, and/or any other individual. CPPR staff/volunteers shall remove any individual that is exhibiting any type of

mental, physical, emotional, or sexual misconduct and report the individual to the authorities immediately.

MANDATORY REPORTING OF CHILD ABUSE

Who are Mandated Reporters?

Mandated reporters are volunteers involved with children in any capacity or any of the following individuals performing their occupational duties:

- Organizational or Youth Activity Provider is any person who provides organized activities for children, including administrators, employees, or volunteers of any day camp, summer camp, youth center, or youth recreation programs or any other organization that provides organized activities for children.
- Coach is any school coach including but not limited to public technical or vocational school, community college, college or university coaches and coaches of intramural or interscholastic athletics

HOW TO REPORT CHILD ABUSE

The Louisiana Children's Code (Article 610) specifies that mandated reporters shall make reports immediately upon learning of incidents of child abuse or neglect. When you have reason to believe a child may have been abused or neglected by a parent or caretaker, immediately contact local law enforcement or the Department of Children and Family Services (DCFS) at 1-855-4LA-KIDS (855-452-5437).

Reports made orally must be followed by a written report to DCFS or local law enforcement within five days. A form (CPI-2) for this purpose is available at www.dcfslouisiana.gov/abuse If the child abuse or neglect is by someone other than a parent or caretaker, it shall be reported to the local law enforcement agency.

CHILD PROTECTION POLICY

RELATED CRIMINAL CODE PROVISIONS

La. R.S. 14:403 mandates any person who is eighteen years of age or older who witnesses the sexual abuse of a child to report the abuse to law enforcement or the Department of Children and Family Services as required by Children's Code Article 610.

La. R.S. 14:131.1 mandates any person having knowledge of the commission of any homicide, rape, or sexual abuse of a child to report such information to a law enforcement agency or district attorney, except when the person having such knowledge is bound by any privilege of confidentiality recognized by law.

WHAT ARE POSSIBLE OUTCOMES FOR MANDATED REPORTERS?

Any person who is required to report the abuse or neglect of a child and knowingly and willfully fails to do so shall be fined not more than \$500, imprisoned for not more than six months, or both. If the abuse is sexual or results in serious bodily injury, neurological impairment, or death of the child, a mandated reporter who knowingly and willfully fails to report it shall be fined not more than \$3,000, imprisoned, with or without hard labor, for not more than three years, or both.

Any person who has knowledge of the commission of any homicide, rape, or sexual abuse of child and fails to report or disclose it to a law enforcement agency or district attorney, unless bound by privilege of confidentiality recognized by law, shall be fined not more than \$500, or imprisoned, with or without hard labor, for not more than one year or both.

Any person 18 or older who witnesses the sexual abuse of a child and knowingly and willfully

fails to report to law enforcement or DCFS, as required by Children's Code Article 610, shall be fined not more than \$10,000, imprisoned, with or without hard labor, for not more than five years or both.

As a mandated reporter, you may be requested to testify regarding any incident of which you have direct knowledge if the case becomes the subject of legal or judicial action.

State law protects the identity of all mandated reporters, and you are given immunity from legal liability as a result of reports you make in good faith.

Failure to report will result in termination of Caddo Parish volunteer status.

APPROPRIATE ONE-ON-ONE INTERACTION GUIDELINES

An adult participant should not allow themselves to be alone with a minor (who is not their child) and should always position themselves in an area where they can be observed by others. Minors must always be supervised by appointed volunteers and/or hired workers who have completed the mandated background check. If an adult participant finds himself or herself alone with a child, he or she should remedy the situation by removing themselves to an area within an observable and/or interruptible distance of another adult over the age of 18.

PRACTICES, GAMES OR RECREATIONAL PROGRAMS

- **Encourage the Buddy System:** There is safety in numbers. Encourage players/program participants to move about in groups of two or more children of similar age, whether an approved adult is present or not. This includes travel, leaving the field, or using the restroom areas. It's far more difficult to

CHILD PROTECTION POLICY

victimize a child if they're not alone. If an approved adult must accompany a minor to another location, a minor of the same age or another approved adult should accompany them. All interactions between minors and adults should be observable and within an interruptible distance of another adult.

- **Toilet Facilities:** CPPR youth sport league/recreation program participants can use toilet facilities on their own, so there should be no need for an adult to accompany a child into restroom areas. However, there can sometimes be special circumstances under which a child requires assistance to use the toilet facilities. For example, Tee Ball division participants or youth with special needs. In this case, there may be a need for adult assistance, but there should still be adequate privacy for that child and there must be another approved adult/caregiver who is within an observable and/or interruptible distance from you and the child you are assisting. Again, the "buddy system" should be utilized in instances like this.
- **Access to Certain Facilities:** League/recreation program volunteers and/or hired workers must not allow any minors to enter an unsecured area without reviewing the area first. Controlling access to areas where children are present, such as restrooms, dugouts or locker rooms, etc. protects them from potential abuse and/or harm by outsiders. It's not easy to control the access of large outdoor facilities, but visitors could be directed to a central point within the facility. Individuals should not be allowed to wander through the area without the knowledge of approved staff individuals.
- **Proper Supervision:** Minors must always be within the visual contact of an approved volunteer and/or hired workers when outside to verify that they are not approached by a stranger or an individual who is not permitted near the minors. Also, this helps to verify that the minors are participating in

safe activities. If you cannot see a player/program participant, then they are not being properly supervised. Adults should still respect the minor's privacy in toilet facilities as outlined above.

TRANSPORTATION

Rides: Children dropped off too early or picked up late are potential targets. Parents and approved volunteers should be encouraged to pick up and drop off on time. CPPR encourages talking to all youth participating in our athletic/recreational programs about safety issues. Children should be warned about the risk of strangers and how to avoid accepting rides from anyone that was not pre-arranged by their parent/legal guardian. Children should also be told to always tell someone if they're approached by a stranger for any reason, even if it seems innocent, like to help the stranger find a pet. If a player is left unattended after a practice/game by their parent or guardian, the coach or manager must ask another approved adult to stay behind to wait for the parent/guardian. *Note: Caddo Parish Parks and Recreation employees/staff shall not transport youth athletic/recreation program participants in their personal vehicles.*

PHYSICAL CONTACT

- Physical contact between volunteers and/or hired workers with minors should be very limited. Some examples of appropriate physical touch should be limited to high fives, fist bumps, or administering appropriate first aid.

PROHIBITED ONE-ON-ONE INTERACTION GUIDELINES

- To minimize the chance of an individual's opportunity to groom a minor, the following practices relating to one-on-one interactions between a minor athlete/recreation program participant and an approved adult volunteer, or hired worker should be followed:

CHILD PROTECTION POLICY

- A minor athlete/recreation program participant will not be left unattended or unsupervised at any time. The minor athlete/program participant should always be within the sight of an approved staff/volunteer.
- Volunteers or hired workers are prohibited from being alone with minor athletes unless:
 - There is an emergency.
 - There is written permission from the minor's parent/legal guardian.
 - The volunteer or hired worker is the minor athlete's parent/legal guardian, or personal care assistant.
- Volunteers or hired workers should not interact one-on-one with unrelated minor athletes in settings outside the regular scope of the athletic/recreation program (e.g. the volunteer's home, a restaurant, a vehicle, personal communication including electronic communication).
- Minor athletes/recreation program participants may not reside with unrelated volunteers or hired workers for the purpose of participation qualification. NOTE: If a volunteer is in a position where he/she is left alone with a player/recreation program participant, they should not leave the child so long as the volunteer has exhausted all of the options above to comply with the guidelines of the policy. Likewise, if a child is injured and must be transported to a hospital, urgent care, or treatment center, the volunteer should not leave the child alone if all options have been exhausted to comply with the policy in an emergency where medical treatment is necessary.

TRAINING AND EDUCATION TO PREVENT CHILD ABUSE

Education is an important tool for participating youth sport children and volunteers. It empowers them to recognize potentially compromising

situations, and it places a barrier between abusers and their victims. Here are a few education tools and prevention suggestions for our league volunteers, hired workers, and children.

- **Training:** Training will be strongly encouraged for all youth sport league/recreation program participants, including staff via organizational/parent meetings. These educational sessions will provide resources to create a positive and safe environment for all athletes/program participants, coaches, and parents/legal guardians-by understanding how to recognize misconduct and abuse of all types.
- **Meetings with Volunteers:** Caddo Parish Parks and Recreation youth sport leagues and recreational programs are volunteer-led, our volunteers change from year to year. CPPR staff will facilitate regular meetings in which both volunteers and parents can talk about child abuse and ask questions.
- **Make Our Position Clear:** Caddo Parish Parks and Recreation Department has a clearly defined policy for dealing with child abuse, with emphasis to make adults and minors aware that Caddo Parks and Recreation youth leagues/recreation programs will not tolerate child abuse in any form. Suspected abuse must be reported and retaliation for good faith reporting is prohibited.
- **Stress the Role of Adults:** Minors should be encouraged to take an active role in protecting themselves, but the responsibility for ensuring their safety ultimately rests with the adults. We can identify potentially uncomfortable situations, for ourselves, as well as for children. The welfare of our youth sport league/recreation program participants are the highest priority in any situation.

BULLYING AND EMOTIONAL WELLNESS

Caddo Parish Parks and Recreation is focused on

CHILD PROTECTION POLICY

the total well-being of our program participants. Any type of bullying can have serious effects on players. Anyone who engages in harassment, in any form (verbal, physical, cyber, etc.), or commits violence or acts of intimidation shall be prohibited from participating in Little League. This applies to player-to-player / youth-to-youth, adult-to-player / adult-to-youth, player-to-adult / youth-to-adult, and adult-to-adult interactions. CPPR strive to have a safe and encouraging environment for all participants.

The following types of behavior will not be accepted in Caddo Parish Parks and Recreation youth sport leagues/recreational programs:

- **Physical Bullying:** Hitting, pushing, shoving, punching, strangling, hair-pulling, stealing, excessive tickling, or any other deliberate and inappropriate touching.
- **Verbal Bullying:** Hurtful, deliberate name-calling, banter, taunting, intimidating, threatening, gossiping, and teasing.
- **Emotional Bullying:** Rejection, terrorizing, extorting, humiliating, blackmailing, rating/ranking of personal characteristics, such as race, disability, ethnicity, or perceived sexual orientation, manipulating friendships, isolating, and peer pressure.
- **Social/Cyber Bullying:** Deliberately excluding, alienating, ignoring, spreading rumors, impersonation, inappropriate photographs, video shaming, and hacking social media accounts.
- **Harassment:** Harassment includes bullying and all of the actions listed above, as well as subjecting someone to unwanted sexual advances, involving physical contact or explicit written or verbal language.
- **Hazing:** An initiation, ritual process involving different types of harassments that intentionally humiliates the individual or a group.

CREATING A PLAYER/PARTICIPANT CENTRIC ENVIRONMENT

Both children and adults may experience frustration at times. It is important to recognize

when a person needs to take a break from activities to calm down. Adult volunteers and hired workers should never escalate a situation when someone is upset. Instead, they should attempt to de-escalate any stressful situation.

If an individual (player/program participant, staff/volunteer, or parent) feels they are stressed out and cannot handle the situation, they should remove themselves from the area until the issue is de-escalated.

ENFORCEMENT/DISCIPLINARY PROCESS

CPPR youth sport leagues/recreational programs shall not allow any type of activity that promotes or allows any form of mental, physical, emotional, or sexual misconduct behavior between players, coaches, parents, volunteers, hired workers, and any other individual. Department staff shall remove any individual(s) that exhibit any type of mental, physical, emotional, or sexual misconduct; and department staff/volunteers shall report the individual to the authorities immediately.

Any violations of the policies mentioned may result in the suspension or revocation of participating in CPPR youth sport leagues or related recreational programs.

RECREATION & PARKS CONTACTS

ADMINISTRATIVE STAFF

Director of Parks

Patrick Wesley (318) 455-9490

Assistant Director

Cattina Williams (318) 212-0220

Park Maintenance

Foreman (318) 773-4026

Walter B. Jacobs Park Manager

Rusty Scarborough (318) 426-4672

Office Coordinator

Gabrielle Davis (318) 218-6761

YOUTH PROGRAM COORDINATORS

Athletic Coordinator

Mary Murphy
O (318) 212-0220
C (318) 220-6284
mmurphy@caddo.gov

Recreation Coordinator

LaMarcus Williams
O (318) 212-0220
C (318) 218-7070
lwilliams@caddo.gov

MAIN OFFICE LOCATION

2900 Hearne Ave, Suite B
Shreveport, LA 71103



**PARKS AND
RECREATION**

CaddoParks.org