

[INSERT LEAGUE STATIONARY LETTERHEAD]

Name: \_\_\_\_\_  
(Print or Type)

D/O/B: \_\_\_\_\_

**AUTHORITY FOR RELEASE OF INFORMATION**

I \_\_\_\_\_ hereby direct and authorize the Bristol Police Department to review any criminal record that the Bureau of Criminal Identification has on file in reference to me. The Bristol Police Department will notify me, the Bristol Department of Parks and Recreation and the respective youth league \_\_\_\_\_ if a disqualifying record is present according to the Town of Bristol Department of Parks and Recreation criteria as described in the "BCI PROCEDURE FOR YOUTH LEAGUES".

I hereby waive and release any and all manner of actions, cause of actions, and demands of every kind, nature and description, arising from the proper and responsible execution of this Background Criminal Investigation procedure and the proper and responsible handling of any and all related information against the Bristol Police Department, The Town of Bristol, or any Town of Bristol Department employee, or any sport league or sport league volunteer of a league in both law and equity which I may now have or in the future may have. The aforementioned individuals shall not be held liable for inaccuracies in any criminal record.

\_\_\_\_\_  
Signature of Applicant

Sworn to before me this \_\_\_\_\_ day of \_\_\_\_\_, 2007.

\_\_\_\_\_  
Notary Public

\_\_\_\_\_  
Commission Expires

## **NOTICE**

ALL BCI RECORDS ARE CONFIDENTIAL LAW-ENFORCEMENT DOCUMENTS  
HOWEVER, THESE RECORDS CAN BE RELEASED AS FOLLOWS:

1. Two week prior to the beginning of your season, submit to the Bristol Department of Parks and Recreation a list of all coaches, managers, administrators, and volunteers.
2. No person will coach (practice or otherwise) until this process has been initiated.

### **BCI FORMS:**

1. A signed and notarized release for information.
  2. A copy of photo identification attached to the release.
  3. The Bristol Police Department has waved the \$5.00 fee for Bristol Sport Leagues.
  4. Enclose all completed forms and forward bulk forms to:  
Bristol Police Department  
395 Metacom Ave  
Bristol RI 02809
- The Bristol Police Department will review BCI forms and compare to disqualifying policy. They will send a copy of the processed form (if disqualified) to the individual volunteer with the reason(s) listed.
  - The Bristol Police Department will give to the Director of Parks and Recreation the name of the person(s) who are disqualified (without reason)
  - The Director of Parks and Recreation will notify the League President regarding any person who is disqualified.
  - The League President will notify the person that they are disqualified from participating in the League.

Date:

To Whom it May Concern

Please be advised a local criminal records check was completed on the following person.

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Date of Birth: \_\_\_\_\_

Social Security Number: \_\_\_\_\_

Sex: \_\_\_\_\_ License Number: \_\_\_\_\_

NO RECORDS WERE FOUND

RECORD FOUND DISQUALIFYING INFORMATION)

Sincerely,

Steven Contente  
Sergeant  
Bristol Police Department

## **BCI PROCEDURE** **FOR YOUTH RECREATIONAL LEAGUES**

It is the policy of the Bristol Department of Parks and Recreation to require and monitor the implementation of Background Criminal Investigations, BCI checks. These BCI checks are to include all youth leagues in which Town owned facilities, grounds or buildings are used. They are to include, but are not limited to, Bristol Mustangs, Bristol Youth Soccer, and King Philip Little League.

- All Leagues are required to submit, to the Parks and Recreation Director, a list of all coaches and other volunteers, etc. at least two weeks prior to the commencement of the season. This includes, administrators, coaches, assistant coaches, etc.
- A “Authority for Release of Information’ Background Criminal Check form, should be filled out and notarized along with photo copy of identification by each volunteer and returned to their respective league.
- The league will submit all forms (in bulk) to the Bristol Police Department for criminal check.
- The Bristol Police Department will make a determination based on the policy written by the Bristol Department of Parks and Recreation and adopted by the Bristol Town Council.
- The Bristol Police Department will forward the disposition of the background check to the individual involved (only if disqualified)
- The Bristol Police Department will forward to the Director of Parks and Recreation any name of a person who does not qualify to be a volunteer according to the policy (without listing reason for disqualification).
- The Director of Parks and Recreation will inform the President of the league regarding any disqualification.
- League President will inform the individual that they are disqualified from the league.
- Coaches and any other volunteers are not permitted to use any Town owned field or facility until a criminal background check has been completed. This includes any practice, games, or meetings in which children are present.

## **TOWN OF BRISTOL**

### **POLICY FOR RECEIVING TOWN FUNDS AND FACILITY USE FOR RECREATIONAL ATHLETIC LEAGUES**

It is the policy of the Bristol Recreation Board and the Bristol Department of Parks and Recreation to deny authorization of facility use, and to withhold funding to programs within the Town of Bristol who have not fully completed the BCI (Background Criminal Investigation) procedure. This includes all volunteer organizations who have routine access to children (anyone under the age of majority) and who refuses to consent to abide by the criteria as set forth herein before he/she is allowed to have routine access to children in the Town sponsored Leagues.

A person shall be disqualified and prohibited from serving as a volunteer coach etc., of any Bristol Parks and Recreation sponsored League if the person has:

1. Been convicted (including pleas of “no contest”) of a crime of child abuse, sexual abuse of a minor, physical abuse, causing a child’s death, neglect of a child, murder, manslaughter, any assault against a minor, kidnapping, arson, criminal sexual conduct, prostitution related crimes, controlled substance crimes, Felony assault, Domestic Felony Assault, assault on persons sixty (60) years of age or older, Additionally, conviction for simple domestic assault and driving under the influence for a period of three years prior to opening day of each leagues season.
2. Been adjudged liable for civil penalties or damages involving sexual or physical abuse of children.
3. Been subject to any court order involving any sexual or physical abuse of a minor, including but not limited to domestic order for protection;
4. Had their parental rights terminated;
5. A history with another organization (volunteer, employment, etc.) of complaints of sexual, physical or emotional abuse of minors;
6. Resigned, been terminated or asked to resign from a position, whether paid or unpaid, due to complaint(s) of sexual, physical or emotional abuse of minors; or
7. Has a history of other behavior that indicates they may be a danger to children in the Bristol Parks and Recreation sponsored league.
8. Has a case pending which involves any of the above crimes.