

California State Law AB 506 and Penal Code 11105.3 Compliance Policy for Cutten Ridgewood Recreation Association Members

Implementation Date: April 4, 2024

Effective Date: April 4, 2024

Revision Date:

1. Introduction: This policy outlines the procedures and requirements for compliance with AB 506 and Penal Code 11105.3 by Cutten Ridgewood Recreation Association. These regulations mandate background checks, including fingerprinting, and training on abuse recognition and reporting for individuals who have direct contact with children participating in our league activities.

2. Background Checks: All volunteers and staff members who will have direct contact with children in our league are required to undergo background checks. Background checks will include:

- Verification of identity
- Criminal history check
- Fingerprinting (as mandated by AB 506)

3. Fingerprinting Process: As per the requirements of AB 506, fingerprinting will be conducted for all individuals subject to background checks. Cutten Ridgewood Recreation Association will provide guidance and support to facilitate the fingerprinting process for affected volunteers and staff members.

4. Abuse Recognition and Reporting Training: Individuals who are required to undergo background checks must also receive training on abuse recognition and reporting. This training will cover:

- Recognizing signs of abuse or neglect
- Proper procedures for reporting suspected abuse or neglect
- Legal obligations and responsibilities regarding child abuse reporting

5. Compliance Documentation: Documentation of background checks, fingerprinting results, and completion of abuse recognition and reporting training will be maintained

by Cutten Ridgewood Recreation Association. Records will be securely stored and accessible only to authorized personnel.

6. Compliance Monitoring: Cutten Ridgewood Recreation Association will regularly monitor compliance with AB 506 and Penal Code 11105.3 to ensure that all required procedures are being followed. Any discrepancies or non-compliance issues will be addressed promptly and appropriately.

7. Communication and Training: All volunteers and staff members affected by these compliance requirements will be informed of their obligations under AB 506 and Penal Code 11105.3. Training sessions will be conducted to educate personnel on the importance of compliance and the procedures to be followed.

8. Juvenile Supervision: To the greatest extent possible, the presence of at least two volunteers and/or staff members who have successfully completed both the background check process as well as abuse training will be present whenever administrators, employees, or volunteers are in contact with, or supervising, children.

9. Confidentiality: All information obtained through background checks, including criminal record information, will be treated with the utmost confidentiality. Access to this information will be restricted to authorized individuals involved in the screening process.

10. Non-Discrimination: Background checks and compliance with AB 506 and Penal Code 11105.3 will be conducted in a non-discriminatory manner, consistent with applicable laws and regulations.

11. Policy Review: This policy will be reviewed regularly to ensure that it remains up-to-date and compliant with any changes in relevant legislation or regulations.

12. Implementation Date: This policy will be implemented effective April 3, 2024, and all affected personnel will be required to comply with its provisions from that date onward.

Cutten Ridgewood Recreation Association's

Procedure for Compliance with AB 506 and Penal Code 11105.3

1. Background Check Process:

1.1. Identify individuals who will have direct contact with children participating in Cutten Ridgewood Recreation Association's activities, including volunteers and staff members.

- 1.2. Provide individuals with the necessary forms and instructions for completing background checks.
- 1.3. Collect completed forms and initiate the background check process through the designated screening provider.
- 1.4. Review the results of background checks to ensure compliance with AB 506 and Penal Code 11105.3.

2. Fingerprinting Process:

- 2.1. Inform individuals subject to background checks about the requirement for fingerprinting as mandated by AB 506.
- 2.2. Provide guidance and assistance to facilitate the fingerprinting process for affected individuals.
- 2.3. Ensure that fingerprinting is conducted in accordance with applicable regulations and guidelines.
- 2.4. Collect and securely store fingerprinting results for documentation purposes.

3. Abuse Recognition and Reporting Training:

- 3.1. Schedule training sessions for individuals required to undergo background checks on abuse recognition and reporting.
- 3.2. Utilize resources and materials approved by Cutten Ridgewood Recreation Association to deliver comprehensive training on recognizing signs of abuse or neglect and reporting procedures.
- 3.3. Confirm attendance and participation of individuals in training sessions.
- 3.4. Maintain records of training completion for compliance documentation.

4. Compliance Documentation:

- 4.1. Create and maintain records of background checks, fingerprinting results, and completion of abuse recognition and reporting training for all affected individuals.
- 4.2. Ensure that compliance documentation is securely stored and accessible only to authorized personnel.
- 4.3. Regularly update and review compliance records to ensure accuracy and completeness.

5. Compliance Monitoring:

5.1. Designate a compliance officer or team responsible for monitoring adherence to AB 506 and Penal Code 11105.3 requirements.

5.2. Conduct periodic audits and reviews of compliance documentation to identify any discrepancies or non-compliance issues.

5.3. Take corrective action as necessary to address non-compliance issues and prevent future violations.

6. Communication and Training:

6.1. Communicate compliance requirements and procedures to all volunteers and staff members affected by AB 506 and Penal Code 11105.3.

6.2. Provide ongoing training and support to ensure that individuals understand their obligations and responsibilities under the law.

6.3. Encourage open communication and collaboration among personnel to address any questions or concerns related to compliance.

7. Policy Review:

7.1. Regularly review and update the procedure for compliance with AB 506 and Penal Code 11105.3 to reflect changes in legislation or regulations.

7.2. Solicit feedback from stakeholders to identify areas for improvement and enhance the effectiveness of compliance efforts.

7.3. Ensure that all updates to the procedure are communicated to relevant personnel and implemented in a timely manner.

8. Implementation Date:

This procedure will be implemented effective April 4th 2024 and all affected personnel will be required to follow its provisions from that date onward.