



A SAFE PLACE PROGRAM

I. PURPOSE

To participate in making our hometown safe for kids by providing the youth of our community with assistance as needed.

II. SCOPE

These definitions apply to all employees participating in *A Safe Place* program.

III. POLICY

The City shall collaborate with community organizations to launch and maintain the *A Safe Place* community campaign. Participating City divisions and participating community organizations shall provide parents with security by performing background checks for all its employees before hiring. Employees shall also participate in a crisis management training on how to effectively respond to children and adolescents. In addition, participants will be equipped to quickly access and deliver information to the Fire Department, Police Department, Emergency Medical Services and other community resources.

IV. PROCEDURE

A. Emblem

A Safe Place emblem is available for display on City Vehicles, city office buildings, and employee uniforms. The emblem represents a safe place where young people know that they can turn for help. The *A Safe Place* Coordinator will provide the emblem to divisions/employees and businesses who have met the requirements of *A Safe Place* program. (See Requirements) The emblem is the property of the *A Safe Place* program. Any departing employees must return all uniforms/clothing that display the *A Safe Place* emblem.



B. Participants

Current participants of the *A Safe Place* program are the City of Georgetown Utilities Services Division, Parks and Recreation Division, the Georgetown Project, and The Georgetown Independent School District (GISD).

C. Campaign

The *A Safe Place* Coordinator will coordinate the *A Safe Place* campaign by working with the GISD to provide awareness training for school children. The Coordinator will also coordinate community awareness events, and chair the *A Safe Place* Committee.

D. *A Safe Place* Committee

Committee membership shall represent participating City Divisions. Two members per division/department in a two-year overlapping term.

VI. REQUIREMENTS FOR PARTICIPANTS

A. Background Checks

All participating City of Georgetown divisions must have employees undergo a criminal background check before employment may be offered. The following convictions (which is defined to include deferred adjudication and pretrial diversions) regardless of when the conviction occurred will render applicant ineligible for employment with the City of Georgetown participating divisions:

- Any drug distribution activity (misdemeanor or felony)
- Rape
- Aggravated Assault
- Child Abuse or Molestation
- Murder
- Kidnapping
- Or any other felony or crime involving moral turpitude, which involves acts of physical violence.

The following convictions within ten (10) years from the date of application for



employment will render applications ineligible for employment with the City of Georgetown participating divisions:

- Any drug related activity (misdemeanor or felony)
- Assault
- Any other felony or crime involving moral turpitude which does not involve acts of physical violence.

Any arrest or conviction of any of the above crimes must be reported to the supervisor and/or Human Resources Department within five (5) days of such arrest or conviction. Failure to do so may result in disciplinary action up to and including termination.

B. Training

All participants must go through the *A Safe Place* crisis awareness program before an emblem can be issued to the employee. All employees are required to go through an annual training process.