

BACKGROUND CHECK PROCESS

- Complete and sign the Kroll Background Check form.
This release must be completed in its entirety. Any missing information will prevent or delay the process.
- Turn in the completed Kroll Background Check form to the program supervisor prior to volunteering at the program.
Under no circumstances are you allowed to volunteer in any program or activity prior to the completion of the background check.
- Typically it takes five (5) business days to received the background check report. If a report comes back with information that would prevent your participation, an Office of Human Resources Administrator and/or the Volunteer Coordinator will call and discuss the information with you.

REGARDING EXPUNGED RECORDS

An individual does not have to disclose information regarding criminal charges or convictions that have been expunged by the courts. An individual whose criminal convictions were expunged after being prohibited from volunteering should provide the County with evidence of the court's actions.

Individuals prohibited from volunteering in department programs or activities based on the findings of their background check have no right of appeal.

ADDITIONAL INFORMATION

Questions and/or concerns please contact:

Ann Combs
Volunteer Coordinator
410-313-4624
acombs@co.ho.md.us



Howard County Rec & Parks
7120 Oakland Mills Road
Columbia, MD 21046
www.howardcountymd.us/rap

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Howard County
Department of
Recreation and Parks

Volunteer Background Check Process



PURPOSE OF THE BACKGROUND CHECK

Our efforts to maximize the safety of our participants in Recreation and Parks programs includes the screening of volunteers, conducting interviews and background checks. Howard County Government requires that every individual who meets the criteria defined in the Criminal Background Investigations for Prospective Employees and Volunteers Policy and Procedure undergo a background check. A criminal history check is a means to review an individual's background in respect to their participation in our programs.

No screening process can offer absolute assurances; yet, knowing an individual's criminal background can provide more certainty that people with a history of inappropriate behavior will not have the opportunity to volunteer.

As such, the objectives of our background check process are to ensure that our citizens have a safe and positive experience and to promote peace of mind to participants in our many programs.

VOLUNTEERS REQUIRED TO UNDERGO A BACKGROUND INVESTIGATION

The following list is provided to assist in determining who must undergo a background investigation prior to participating in an activity or program. This list is not all-inclusive; rather, it serves as a guide. Volunteers who serve as:

1. Sports Advisory Board Members
2. Head & Assistant Coaches
3. Instructors & Assistant Instructors
4. Those who have Care, Custody or Control of Children
5. Those who provide direct service on an ongoing basis for a program
6. Those who meet in a one-on-one setting with participants
7. Those who have access to confidential information

COUNTY POLICY

As a prerequisite for participation, any adult who meets the criteria defined in the Criminal Background Investigations for Prospective Employees and Volunteers Policy and Procedure is required to successfully complete a Background Check prior to participation in the program and/or activity.

NOT EVERYONE CAN VOLUNTEER WITH RECREATION & PARKS

Any person convicted of or having open criminal charges for any crime misdemeanor or felony) reflected on the Maryland Family Law Article's list of forty-one criminal offenses shall be prohibited from participation as a volunteer in programs or activities sponsored by agencies of Howard County Government.

Volunteers will serve at the pleasure of the Appointing Authority of the Department (or their designee) and may be dismissed from their volunteer duties at any time, with or without cause. An individual may not be selected for volunteer service. This determination may be made with or without cause.

Individuals with pending or convictions relating to misdemeanors and/or felonies are NOT ELIGIBLE to volunteer with Recreation and Parks.

STATUTE OF LIMITATIONS?

There is no time limit on criminal convictions, which are considered in the context of the application of this policy. All criminal convictions regardless of their longevity will be taken into account when determining an individual's eligibility to volunteer in programs or activities.

SOURCE

The background information comes from the **Judicial Information System (JIS)** - A review of all criminal convictions contained in the JIS database back to 1981 and criminal charges not leading to a conviction for the past seven years.

