



VOLUNTEER BACKGROUND CONSENT FORM

Legal Name

Last Name: _____ First Name: _____ Middle Initial: _____

Alias(es)

Last Name: _____ First Name: _____ Middle Initial: _____

Date of Birth: _____ Social Security Number: _____

Street Address: _____

City, State, Zip code: _____

Email Address: _____ Phone #: _____

I authorize Garden City Parks and Recreation to conduct a complete criminal history check as a basis of my placement as a volunteer for the organization. I understand that I am to report any changes in my criminal history to Garden City Parks and Recreation.

Signed

Date

GCPR Staff

Date



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Volunteer Background Check Policy

Policy: In an effort to provide our volunteers, employees, and citizens with the safest environment possible, GCPR will conduct background checks on non-paid employees aka volunteers. The type of check performed will coincide with the volunteer’s category of risk (see below).

Categories of Risk:

Low Risk

Volunteers with very limited or no contact with vulnerable populations (i.e. children, seniors, the disabled) or short term, one-day project volunteers who are always supervised by or paired with a staff member and the volunteer service is always performed in a group setting.

Examples include but are not limited to:

- Festival or Special Event Workers
- Advisory Teams and Commissions

Moderate Risk

Volunteers working with groups of children, seniors, or the disabled; those working with money; or who are sometimes supervised by or paired with a staff member are in this category. A background check is required but will only be rescreened every 36 months.

Examples include but are not limited to:

- Front Desk Assistants

High Risk

Volunteers with direct one-on-one contact with vulnerable populations and in positions with a high degree of trust; usually not supervised by a staff member. Those volunteers driving GCPR vehicles and those with access to highly confidential information will be background checked prior to volunteering and every 12 months thereafter.

Examples include but are not limited to:

- Coaches
- Bus and Van Drivers

Consent:

No screening should be done without the consent and full knowledge of the volunteer candidate. Consent must be obtained before a background check is done.

Confidentiality:

Any information collected during the screening process should be considered strictly confidential and protected by electronic and/or paper storage, accessibility and disposal. This includes the volunteer’s application, interview and reference notes, background check results and copies of driver’s license, vehicle registration and insurance.



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The Right to Know:

Volunteer candidates have a right to know the results of the background check. If negative information is discovered discuss the findings with the candidate and give them a chance to explain. There may be legitimate reasons for discrepancies or unusual circumstances that resulted in certain outcomes.

Consistency:

Consistency and equity are key legal and ethical principles that should guide all aspects of the background process. If a supervisor has decided to screen for a volunteer position then all applicants must be screened regardless of how well they are known by the supervisor or the organization.

Procedure when a Background Check is required:

Assigned designee runs national and statewide background check on individual volunteer employee applicant. Online application at https://scci2000.secure-screening.net/escreening/OApp_LoginEntrance.asp?mode=direct&code=462500

- Upon receipt of results, assigned designee provides hiring supervisor of volunteer employee with an email indicating if individual is 'green lighted' (allowed to volunteer) or 'red lighted' (restricted from employment due to an alert that is found to be concerning given the position responsibilities for which they have applied).
- If GREEN LIGHTED, hiring supervisor will proceed with orienting the applicant to their position with GCPR.
- If RED LIGHTED, designee running background check MUST provide the applicant with the following per the Fair Credit Reporting Act:
 - o A letter notifying the applicant that an adverse action has been taken regarding employment with GCPR.
 - o A copy of the Summary of Your Rights Under the Fair Credit Reporting Act document.
 - o A copy of the background check result results



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Criteria for Exclusion

A person should be disqualified and prohibited from serving as a volunteer if the person has been found guilty of the following crimes:
Guilty means that a person was found guilty following a trial, entered a guilty plea, entered a no contest plea accompanied by a court finding of guilty, regardless of whether there was an adjudication of guilt (conviction) or a withholding of guilt. This recommendation does not apply if criminal charges resulted in acquittal, Nolle Prossed, or dismissal.

SEX OFFENSES

- **All Sex Offenses** – *Regardless of the amount of time since offense.*

Examples include: *child molestation, rape, sexual assault, sexual battery, sodomy, prostitution, solicitation, indecent exposure, etc.*

FELONIES

- **All Felony Violence** – *Regardless of the amount of time since offense.*

Examples include: *murder, manslaughter, aggravated assault, kidnapping, robbery, aggravated Burglary, etc.*

- **All Felony offenses** other than **violence** or **sex** within the past 10 years.

Examples include: *drug offenses, theft, embezzlement, fraud, child endangerment, etc.*

MISDEMEANORS

- **All misdemeanor violence** offenses within the past 5 years

Examples include: *simple assault, battery, domestic violence, hit & run, etc.*

- **All misdemeanor drug & alcohol offenses** within the past 5 years or multiple offenses in the past 10 years.

Examples include: *driving under the influence, simple drug possession, drunk and disorderly, public intoxication, possession of drug paraphernalia, etc.*

- **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.

Example include: *contributing to the delinquency of a minor, providing alcohol to a minor, theft – if person is handling monies, etc.*