



Volunteer Background Check Procedures

February 2016

Who needs to have a criminal background check?

Beginning February 15, 2016, any adult applying for an unpaid position as a volunteer responsible for the welfare or having direct contact of children or special populations AND:

- Council Program Officers and Board Members that sponsors youth activities
- Transportation Providers (if it's a requirement of your volunteer role as listed in job description)
- Any volunteer responsible for handling money (Ex. Treasurer, concessions, fundraising)
- Volunteers or Event workers for all youth or special populations (single day volunteers excluded)

What is the definition of a child?

For purpose of the clearance, a child is an individual under 18 years of age.

How is direct contact defined?

Direct contact is defined as the care, supervision, guidance, control or routine interaction.

How do I determine who needs clearances?

In order to determine who is required to obtain clearances as a condition of volunteering, you must first confirm that the applicant is an adult, as only adult volunteers are required to obtain clearances.

Carefully consider whether the volunteer is responsible to the welfare or will have direct contact of children, or special populations.

1. Responsible for the welfare: means that the volunteer is acting in lieu of or on behalf of a parent.
Yes= Background Check No= Consider #2
2. Have Direct Contact: means providing care, supervision, guidance, or are in control of participant.
Yes= Background Check No=Consider #3
3. Routine Interaction: Consider role of volunteer and based on that role; is the contact regular and ongoing and part of their responsibilities.
Yes=Background Check No= Clearance not required

Who is responsible for compliance?

Recreation Council Executive Board and/or Program Commissioners of the program or activity are responsible to ensure all required volunteer positions have received clearance to volunteer. It is the responsibility of the volunteer to keep their clearance status updated.

What is the renewal requirement for clearances?

All volunteers will be required to obtain clearances every 12 months, or within 12 months of the date of the most recent clearance.



How do I obtain my clearance?

A third party vendor will be utilized to conduct all volunteer background checks. Personally identifiable information (PII) will not be shared, stored or maintained by the Department of Recreation and Parks. To initiate your background check, go to Carroll County's custom application online submitting portal:

https://ssci2000.secure-screening.net/escreening/OApp_LoginEntrance.asp?mode=direct&code=450500

What if I had a background check done previously?

If a check was conducted by an outside vendor, it may be substituted for the clearance as long as it meets the requirements of the CCRP policy for screening volunteers. Information must be shared with the Bureau of Recreation and a re-check will need to be conducted 12 months after the initial clearance. Exception: If the Department of Recreation and Parks previously conducted a thorough and complete background check through CJIS and is continually monitored through CJIS, that individual will be grandfathered into the system and will not need to be checked yearly since CCRP is immediately notified of criminal behavior.

Who pays for the clearances?

The cost of each check is \$14.00. The Bureau of Recreation will be billed for checks with funding from three locations:

- Bureau of Recreation's Operating Budget (County Commissioners)
- Recreation and Parks program fees
- Fees from the council participants in the form of increased registration costs (to be determined by the Recreation Councils). These fees will be sent directly to the Bureau of Recreation, with a check made out to Carroll County Commissioners.

Where do I submit information that I've been cleared?

The Bureau of Recreation will be notified, 1-3 business days, that a volunteer has been cleared. You will need to email or drop off a picture to Recreation and Parks to have a photo ID issued. (ccrec@ccg.carr.org or mail to 300 S Center Street, Westminster MD, 21157). ID's will be delivered to the council for distribution.

Do I need to wear my Photo ID badge?

Yes, all volunteers must wear their ID badge while volunteering. The adult leader in charge of the program and Council leadership will be responsible to ensure volunteers are wearing their badges. Failure to comply with this requirement may result with the program being listed in poor standing and risk losing use of facilities and may compromise their sponsorship with the Recreation Council.

Can my clearance be transferred to another CCRP program?

Yes, any person who obtains their clearance within the previous 12 months may serve in a volunteer capacity, if selected, for other programs, activities or services through the Department of Recreation and Parks.

What do I do if I lose my photo ID?

Contact the Bureau of Recreation for a replacement, 410-386-2103. Replacement fee is \$3.00.