



# County Commissioners of Kent County, MD Department of Parks & Recreation



## Employee & Volunteer Background Check Guidelines

Kent County Parks & Recreation (KCPR) is working to provide a safe and positive environment for the children of our community to play and have fun. To this end we have a mandatory background check program in place for all prospective employees and volunteers. This information will provide you with KCPR policies and procedures to help you understand how this process works and make a decision concerning your submission of an application for employment or to volunteer.

1. The KCPR Recreation Supervisor, or his/her designee, will meet with all employees and volunteers prior to assignment. Background Consent/Release forms and other required forms will be distributed.
2. Employee and program volunteer consent and release forms are sent to Criminal Justice Information Repository and Kent County Department of Social Services within reports generally returned within two (2) weeks from processing. Youth sports volunteer consent and release forms are sent to Protect Youth Sports, Inc. Criminal background checks and sex offender searches will be conducted, and reports are generally returned within 2-5 business days from processing by the screening agency. The screening will include social security verification, address trace, a statewide criminal record check, a nationwide (47 states) criminal record check through the National Background Directory, and sex offender registry record check.
3. Background check results must be reviewed by KCPR before employees or volunteers are permitted to have contact with children.
4. It is the policy of KCPR to respect the privacy of employees and volunteers. Information received during the screening process will be confidential, and not disclosed to anyone other than the Director of Parks and Recreation, Recreation Supervisor, and or the supervising Recreation Program Coordinator.
5. If a background report is returned to KCPR with an offense that would disqualify an individual from becoming an employee or volunteer, the Recreation Program Coordinator will contact and inform the applicant.
6. All reports are valid for one year. All employee and program volunteer reports will become a part of the individual's permanent employee or volunteer file. All youth sports volunteer information and background report status will be recorded in the background check program database for youth sports volunteers.
7. Individuals disqualified from employment or volunteering with a program based on the findings of their background check do not have the right to appeal and the decision is final. Individuals disqualified from being a youth sports volunteer based on the findings of their background check may direct an appeal to Protect Youth Sports, Inc. Protect Youth Sports, Inc. will notify KCPR of any requested appeals.

## **Disqualifying Offenses:**

A person will be disqualified and prohibited from serving as an employee or volunteer if he or she has been found guilty or has entered a plea of guilty or nolo contendere (no contest), regardless of the adjudication for any of the disqualifying offenses. A review process of the disqualifiers will be conducted on an as needed basis. All information related to disqualifying offenses in the following list was compiled and provided by the National Recreation & Parks Association and Protect Youth Sports, Inc. in their "Recommended Guidelines for Credentialing".

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

Examples: Child molestation, rape, sexual assault, sexual battery, sodomy, prostitution, solicitation, indecent exposure, etc.

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

Examples: Murder, manslaughter, aggravated assault, kidnapping, robbery, aggravated burglary, etc.

3. **All Crimes Against Children** – Regardless of the amount of time since offense.

Examples: Child abuse, child neglect, etc.

4. **All Felony Offenses other than Violence or Sex** – within the past 10 years from time of arrest.

Examples: Drug related, theft, fraud, etc.

5. **All Misdemeanor Violence** – within the past 7 years from time of arrest.

Examples: Simple assault, battery, domestic violence, hit and run, etc.

6. **All Misdemeanor Drug and Alcohol Offenses** – within the past 5 years or multiple offenses in the past 10 years from time of arrest.

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

7. **Any Other Misdemeanor** within the past 5 years from time of arrest that would be considered a potential danger to children or is directly related to the functions of that volunteer.

Examples: Contributing to the delinquency of a minor, providing alcohol to a minor, theft – if a person is handling monies, etc.

8. **Open Charges** – Persons with any open charges for disqualifying offenses shall be restricted from employment/volunteering until the active case is brought to resolution or the charges are dropped.

**\*Examples are illustrative only and may not be inclusive of all offenses that may warrant disqualification\***