

Genesee County Parks, Recreation & Forestry Volunteer Staff Criminal Background Check Notification

Genesee County Parks, Recreation & Forestry performs background checks on all potential regular volunteers in the interest of public safety. Results of this background check may be used in the selection and placement of park volunteers.

Background checks for the safety of the public, volunteers and park staff include the following:

1. A New York State criminal history record check provided by the New York State Unified Court System Office of Court Administration. The search criteria are based on exact match of Name and Date of Birth, to determine whether an applicant has a criminal history. Crimes reported in this history record check include misdemeanors and felonies. The search includes data from all 62 counties pertaining to convictions and open/pending cases originating from City and County courts. Town and Village criminal disposition data is more limited but is included for certain years. Note: Additional criminal registry searches in states of previous residency will be conducted for members who have lived outside of New York.
2. A check of the National Sex Offender Public Website (NSOPW), a no-cost Internet site operated by the U.S. Department of Justice, which consists of individuals who are required by their States to register as sex offenders. This is a compilation of the sex offender registries of all 50 states, as well as Guam, Puerto Rico and the District of Columbia. If results are not available from one or more states during the initial NSOPW check, further checks are conducted until all states' records have been accessed.
3. Genesee County Office of the Sheriff Criminal History Check and Identity Verification. This requires a copy of your driver's license, ID card, or passport.
4. Three personal references that are not related to you. These individuals will be interviewed to provide verification and information in addition to your completed application form.

Volunteers in direct interaction with vulnerable populations including children under 17, adults over age 60 and persons with special needs must also agree to a comprehensive criminal background check administered by Southeast Security Consultants, Inc. (SSCI). Volunteer positions that require these background checks are Interpretive Educators and Photographers.

You may request additional information about the nature and scope of this background check process.

Applicants are required to provide a copy of a government-issued photo identification card. If a search of the NSOPW produces matches based upon name, the identification card will be used to determine whether or not the applicant is the registered sex offender.

NSOPW checks are conducted prior to the start of service. If results are not available from one or more states during the initial NSOPW check, further checks are conducted until all states' records have been accessed.

State checks are initiated prior to the start of service. NYS requests are submitted online through the Unified Court System's website at the conclusion of member orientation. Results are received via email. Additional checks are completed for members with a state of residence other than NY using the CNCS designated repository.

SSCI checks for volunteers with recurring access to vulnerable populations are also initiated prior to the start of service. Volunteers complete and sign forms required for SSCI background checks.

The results of these searches may be used in the selection of members of the Genesee County Parks, Recreation & Forestry program.

Criteria for Disqualification:

To ensure a safe and healthy environment at the parks, an individual may not serve as a volunteer if they refuse to consent to a criminal history check, or make any false statements in connection with the criminal history check. In addition, a person will be disqualified and prohibited from volunteering if they have been found guilty of the following crimes. For the purposes of this policy, guilty shall mean that the individual was found guilty following a trial, entered a guilty plea, entered a no contest plea accompanied by a court finding of guilt (regardless of adjudication), or received court directed programs in lieu of conviction.

1. All sex offenses, regardless of the amount of time since offense (ex: molestation, sexual assault, solicitation, indecent exposure, etc.)
2. All felony violence, regardless of the amount of time since offense (ex: murder, manslaughter, kidnapping, robbery, aggravated burglary, etc.)
3. All felony offenses other than violence or sex offenses within the past 10 years (ex: drug offenses, theft, fraud, child endangerment, etc.)
4. All misdemeanor violence offenses within the past 10 years. (ex: simple assault, battery, domestic violence, hit & run, etc.)
5. Two or more misdemeanor drug & alcohol offenses within the past 7 years. (ex: DUI, simple drug possession, public intoxication, possession of drug paraphernalia, etc.)

Individuals found to have pending court cases for any of the disqualifying offenses will be disqualified. If the disposition of the pending case does not meet the criteria for the disqualification as listed above, the individual would then be cleared and reinstated. Procedures for notifying the applicant, and allowing time for the applicant to correct information in the report, will be followed according to federal and state regulations under the Fair Credit Reporting Act.

All records and forms submitted to Genesee County Parks, Recreation & Forestry, and documents resulting from background check searches will be kept in a secure location with access limited to the Conservation Education Program Coordinator, Parks Supervisor, Highway Superintendent and the County Attorney. Records and information are not shared with any other organizations or entities outside of the County Parks. Records are retained for the tenure of volunteer service and are destroyed 1 year after the volunteer is no longer serving with the County Parks.

Individuals for whom criminal history or SSCI results are pending must be accompanied during any contact with vulnerable populations. Accompaniment is defined as being in the physical presence of a person cleared for access to the vulnerable population: (1) an authorized park staff member or volunteer who has previously been cleared for such access; (2) a family member or legal guardian of the vulnerable individual; or (3) an individual authorized by the nature of his or her profession to have recurring access to the vulnerable individual, such as an education or medical professional. The volunteer and Volunteer Coordinator will be notified when SSCI results are received, thereby ending the accompaniment requirement.

Background checks are repeated on a yearly basis.

Genesee County Parks, Recreation & Forestry Volunteer Staff Criminal Background Check Summary of Rights

A “Consumer reporting agency” is defined as an organization or entity that provides information on an applicant’s eligibility for employment or volunteering opportunities. In accordance with federal regulations under the Fair Credit Reporting Act, the following is a “Summary of Rights” list that applies to you as an applicant to the Genesee County Parks, Recreation & Forestry volunteer program:

1. You may request additional disclosure regarding the nature and scope of this background check process. Disclosures will be made in writing no less than 5 days after your request.
2. You may request to obtain all of the information in your files. You would be required to provide proper identification, which may include your Social Security number.
3. You may dispute incomplete or inaccurate information in your files. If you identify information that is incomplete or inaccurate, and report it to the organization giving the information, that organization must investigate unless your dispute is frivolous.
4. Consumer reporting agencies must correct or delete inaccurate, incomplete, or unverifiable information. Inaccurate, incomplete, or unverifiable information must be removed or corrected, usually within 30 days. However, a consumer reporting agency may continue to report information it has verified as accurate.
5. Consumer reporting agencies may not report outdated negative information. In most cases, a consumer reporting agency may not report negative information that is more than seven years old, or bankruptcies that are more than 10 years old.
6. Your background check requires your consent. No background check procedures may be performed without your written consent given to Genesee County Parks.
7. If your application is rejected or your opportunities limited as a result of information proceeding from this background check process, you will be notified of the action taken. In addition to being notified and provided with the name, address, and phone number of the agency that provided the information. The following rights also apply to you if adverse action is taken:
 - a. You may obtain a free copy of the report.
 - b. You may dispute the accuracy or completeness of the information in the report before action is taken.
8. You may seek damages from violators if state or federal laws or regulations are violated during this process.

(This page intentionally left blank)

**Genesee County Parks, Recreation & Forestry
Criminal Background Check Authorization Form**

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

Present Address: _____
Street Name Apt. # City State Zip Code

Date of Birth: _____

I have been made aware that Genesee County Parks, Recreation & Forestry performs background checks on all potential volunteers in the interest of public safety. I hereby agree and consent to a complete investigation into my record of prior criminal convictions and any currently pending but not yet adjudicated arrests. I understand that they will use this information for decisions about my volunteer status.

I further authorize the release of any information regarding my record, including any written report, to Genesee County Parks, Recreation & Forestry. I affirm that the information I have supplied in this form is accurate and complete, and I am willing that a photocopy of this authorization be accepted with the same authority as the original. I hereby waive and release all persons and other organizations from any liability arising from the disclosure of any of the above information whether in writing or orally, and further waive and release The Genesee County Parks, Recreation & Forestry and its agents and employees from any liability arising from its obtaining or reliance upon the aforementioned information, or the use, publication, or retention of such information within the context of its applicant review procedures.

I hereby authorize the Genesee County Parks, Recreation & Forestry program to conduct a social security verification, address trace, statewide criminal history search and search of the National Sex Offender Public Registry. I also agree to complete the necessary application to obtain a full nationwide background check administered by SSCI if required for my position and to provide the results to Genesee County Parks, Recreation & Forestry.

Further, I understand that the results of these searches may be shared between relevant Park Staff and may impact my selection to serve as a volunteer for Genesee County Parks, Recreation & Forestry as outlined above.

Signed: _____

Date: _____

Signature of Parent/Legal Guardian (Volunteers under age 18 only)

On behalf of the Genesee County Parks, Recreation & Forestry, I certify that searches will be conducted as described above. Results will be reviewed as part of the selection process and applicants will be notified of any adverse action taken. In addition to being notified, the applicant will be given a free copy of the report and an opportunity to dispute findings and results and will be provided with the name, address, and phone number of the agency that provided the information. The results will be maintained in a secure location. I certify that the information being obtained through this process will not be used in violation of any federal or state law or regulation.

Staff Signature: _____ Staff Name: _____

Title: _____ Date: _____

Genesee County Parks, Recreation & Forestry Volunteer Staff Address List*

Please provide a list of your prior residences and years of residence for the past 15 years:

*Not necessary for Interpretive Educators or Photographers. SSCI will complete this check.

Residence Address	Dates of Residence
Street: _____ Apt. #: _____ City/Town/Village: _____ State: _____ Zip Code: _____	From: _____ To: _____
Street: _____ Apt. #: _____ City/Town/Village: _____ State: _____ Zip Code: _____	From: _____ To: _____
Street: _____ Apt. #: _____ City/Town/Village: _____ State: _____ Zip Code: _____	From: _____ To: _____
Street: _____ Apt. #: _____ City/Town/Village: _____ State: _____ Zip Code: _____	From: _____ To: _____
Street: _____ Apt. #: _____ City/Town/Village: _____ State: _____ Zip Code: _____	From: _____ To: _____

Additional sheets may be attached as needed.

Genesee County Parks, Recreation & Forestry Volunteer Staff Personal References List

References: Please provide three personal references who are not related to you (Example: Supervisors, friends, business associates)

First Name: _____ Last Name: _____
 Daytime Phone: _____ Evening/Cell: _____
 Email Address: _____
 Title/Relationship to you: _____

First Name: _____ Last Name: _____
 Daytime Phone: _____ Evening/Cell: _____
 Email Address: _____
 Title/Relationship to you: _____

First Name: _____ Last Name: _____
 Daytime Phone: _____ Evening/Cell: _____
 Email Address: _____
 Title/Relationship to you: _____

<i>To be recorded by Park Staff</i>			
NSOPR check:	Initiated _____	Completed _____	
<i>(If SSCI check applies, mark SSCI)</i>			
Results Reviewed/Considered in Selection: _____			
State Check:	Initiated _____	Completed _____	
<i>(If SSCI check applies, mark SSCI)</i>			
Results Reviewed/Considered in Selection: _____			
County Sheriff Check:	Initiated _____	Completed _____	
<i>(If SSCI check applies, mark SSCI)</i>			
Results Reviewed/Considered in Selection: _____			
SSCI Check:	Initiated _____	Completed _____	
<i>(If SSCI check not required, mark N/A)</i>			
Results Reviewed/Considered in Selection: _____			