



Volunteer Background Check Procedures Policy adopted February 2016

Frequently Asked Questions

How do I volunteer?

Reach out to your local recreation council or Department of Recreation and Parks for volunteer opportunities. Volunteerism is a privilege, not a right, and can be accepted or denied at any time.

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 with children or special populations AND:

- Council Program Officers and Board Members that sponsor activities that involve youth.
- Transportation Providers (if it's a requirement of the volunteer as listed in the job description).
- Any volunteer responsible for handling money (concessions, fundraising).
- Volunteers or event workers where youth are present (single-day volunteers excluded.)

What is the definition of a child?

For the 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?

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 for the welfare or will have direct contact with 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 for ensuring 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://carrollcountyrecreationandparks.quickapp.pro/positions>

What if I had a background check done previously?

If a check was conducted by an outside vendor, it may be substituted for clearance if 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 (fingerprinted by CCRP), 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 Recreation Councils will reimburse the county for the volunteer background checks.

How am I notified of clearance?

The third-party vendor will notify the applicant directly, alerting them to the results of the background check. If approved, the Bureau of Recreation will issue and mail a volunteer ID, to the address on file with the vendor. It is vitally important that volunteers upload a headshot, no sunglasses, for the online check (i-phone live photos cannot be accepted).

Do I need to wear my Photo ID badge?

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

Can my clearance be transferred to another CCRP program or Recreation Council?

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, at 410-386-2103, or email [csrcrc@carrollcountymd.gov](mailto:crcrc@carrollcountymd.gov).