

## **Volunteer/Seasonal Staff BACKGROUND CHECK FAQ'S**

**1. "Who gets checked this year?"** Volunteer Services has been conducting background checks on volunteers since 2007 and the process by which those checks are being done will not change.

2011 is the first year IDPR will also be conducting these checks on some newly hired seasonal employees. 2011 is a transition summer and we realize some parks/programs have already hired their seasonal employees.

Starting in 2012, IDPR will conduct a criminal history record check on volunteers registered with the Volunteer Services office and ALL newly hired and returning seasonal employees.

**2. "Who's NOT getting checked this year?"** As mentioned above, 2011 is a transition year so all seasonal employees may not be checked. All new employees hired to a seasonal position after June 30, 2011 will be required to complete and successfully pass a background check. In addition, all returning seasonal employees starting on the payroll as of January 1, 2012 will be required to complete and successfully pass a background check. In subsequent years, returning seasonal employees will be required to pass a background check every other year.

Volunteer Hosts who got checked last year—volunteers living and working in the parks for 30 or more days—will be checked every two years so any volunteer who was checked last year will not be checked again this year. Incidental special event volunteers such as scouts or one-time project volunteers are not required to be checked. Background checks will not be conducted on current classified employees at this time unless they are required to become CEO certified.

**3. "What records are being checked?"** Criminal records will be checked for felony and misdemeanor convictions and/or guilty pleas for the period of years available from each state court jurisdiction. Additionally, IDPR will search the Idaho Supreme Court Data Repository website; a public site of electronic trial and court cases in the state of Idaho since 1995.

**4. "How far do criminal records go back?"** In general, criminal records are routinely available for the past seven years, although some courts report criminal convictions for a longer period of time.

**5. "What if my volunteer/employee says the criminal charge reported does not belong to him/her. Can I have this rechecked?"** Criminal charges that are disputed are always re-verified as a priority by LexisNexis®. In accordance with the FCRA, if the charge cannot be re-verified, it is removed from the report, and a corrected copy is sent to the requester and the candidate. If the charge is found and re-verified, hard copies can be obtained and given to the requester. To initiate a re-investigation or ask questions throughout this process, consult a LexisNexis® consumer disclosure center at 1-800- 845-6004.

**6. "Who's paying for it?"** The Volunteer Services Program pays for background checks completed on volunteers. The Operations Division is paying for background checks completed on seasonal employees.

**7. "We've already hired some/all of our seasonals for this summer, do we need to go back and fill out paperwork for the people we've already hired?"** No. 2011 will be our transition year to get this program off the ground. So, only if you are hiring a new, first-time seasonal employee after June 30, 2011, do they need to complete and successfully pass a background check. The process for volunteers has not changed; all host volunteers will be checked.

**8. Who makes the decisions about whether a volunteer or employee is disqualified?** Attached to these FAQ's is a copy of the IDPR Criminal History Background Check policy. It will provide you with all of the pass/fail criteria. Authorized staff in Personnel and/or Volunteer Services shall conduct the checks and evaluate the results for the purposes of determining fitness for the position. Guidance will also be provided by Region/Park/Program Managers.

**9. How do we find out if our volunteers and seasonals "passed" their background check?**

If a background check comes back with no concerns, you won't hear anything from HR/Volunteer Services or the Region Manager and your volunteers and employees should report to their assignment as scheduled. If the check is returned with a history we consider incompatible with their job duties, you, your volunteers and seasonal employees, will be informed of the results in a timely, confidential manner. A person who fails a criminal history records check and is disqualified from being offered a position with IDPR shall be notified by certified mail by Personnel or Volunteer Services that they did not pass the history check. Personnel or Volunteer Services will also notify the park/program if an employee or volunteer has not passed a criminal history records check. IDPR relies on the information from the background check for its decision until officially notified that the information has been changed or corrected.

**10. "How do I get this process started?"** Enclosed with this FAQ sheet are copies of all of the forms you and your staff will need to have a background check done. YOU, as the hiring manager for volunteers and/or seasonal employees are the person who initiates these checks. Fill out the top portion of the Criminal History Request Form. **Your volunteers and seasonal staff must complete all the other sections to the best of their ability, remembering to sign and date at the bottom.** An accompanying explanation sheet and instructions are provided.

**AND...**

Federal law requires that a clear and conspicuous written disclosure be made to the subject individual, prior to obtaining the report, in a document that consists solely of the disclosure, that a report may be obtained. No Criminal history background check will be conducted without a separate accompanying "Authority for Release of Information" form attached.

**11. "Where do they send completed forms?"**

Everyone is directed on the accompanying memo to *mail or deliver the original, signed and dated form to: IDPR Volunteer Services Program, PO Box 83720, Boise, ID 83720-0065 in an envelope marked "Confidential"*. In the event we need to expedite the background check process, you may use the confidential fax number provided (208-334-3751). Please follow all faxes with mailed originals.