

Memo

Date: 6/16/2011

To: IDPR Volunteers & Seasonal Employees

From: IDPR Volunteer Services & Human Resources, Boise Headquarters

RE: Criminal History Request Forms & Procedure

Hello all! You are receiving this memo and the enclosed documents because you are scheduled to work as a seasonal employee or volunteer at an Idaho Department of Parks and Recreation (IDPR) park or with one of our programs.

As of September 1, 2007 IDPR instituted new policies which allow us to perform a criminal history background check on volunteers and in May 2011 on seasonal employees working with IDPR. In 2007 we prepared our agency's initial guiding policies, forms and procedures. We have contracted with a company called LexisNexis to help us protect the children and other vulnerable populations we serve. Providing a safe environment for our volunteers, visitors, and staff continues to be of utmost importance to IDPR and our legal requirements to conduct these checks will further that effort.

New Volunteers/Seasonal Employees: If you are new to IDPR or you are receiving this information for the first time, please complete one entire form for each individual and submit as indicated in *Where to Send* section below.

Frequency of Checks – All new hires and volunteers will have a criminal history check at the time of job offer. Employment will be contingent on the successful completion of the criminal history check. Returning seasonal employees and volunteers will have a criminal history check every two years if serving sequentially in those two years without a break in service. Volunteers and seasonal employees who have a break in service of a year or more will be required to have a criminal history check annually.

Your responsibility: Park staff has initiated this request for the check and should have already filled out the top portion of the form. **You must complete all the other sections to the best of your ability, remembering to sign and date at the bottom.** An accompanying explanation sheet and instructions are provided. It will also be helpful if you **make a copy of these forms** to have for your own files.

Where to send: *Please mail or deliver the original, signed and dated form to: IDPR Volunteer Services Program, 5657 Warm Springs Ave., Boise, ID 83716 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.

Notification: Final placement in your position is contingent on the results of the check, but there are rarely any causes for concern as a result of a check. If your background check comes back with no concerns, you won't hear anything from us and you should report to your assignment as scheduled. In the unlikely event that your check is returned with a history we consider incompatible with your scheduled duties, you'll be informed of the results in a timely, confidential manner.

If you have concerns or questions, contact Kathryn Hampton: 208-514-2493

K

Enc. 1

Attachments