



BACKGROUND CHECK PROGRAM

GENERAL INFORMATION

COUNTY POLICY

"Any person convicted of illegal use of drugs, drug distribution, child abuse or violent crimes shall be prohibited from participation in leagues or programs sponsored by the Department of Recreation and Parks."

As written, the policy does not allow for organizational discretion in granting exceptions to individuals with criminal convictions as referenced above. For the purpose of this policy, violent crimes are defined as homicide, rape, sexual assault, robbery, assault, and battery.

Anne Arundel County Department of Recreation & Parks does not hire or fire volunteers; the Athletic Associations are responsible for those actions.

WHO MUST HAVE A BACKGROUND CHECK

1. Anyone who has care, custody and/or control of youth participants in any program or activity. This condition applies to programs or activities sponsored by the Department of Recreation & Parks, or any group or organization permitted the use of a County park or Board of Education field or facility. The background check must be completed prior to any personal involvement with the children.
2. All Coaches who participate in the Department's Coaches Certification Program must have a background check prior to receiving their Certification Card.
3. All Officers, Board Members and Sports Commissioners with Youth Organizations that participate in County-sponsored leagues.
4. All Board of Director's of Coaches Associations affiliated with County-sponsored youth sports.
5. All Coaches, Officers, Board Members and Sports Commissioners with Level 1 Accredited Youth Organizations regardless of their affiliation with a County-sponsored league.
6. All Coaches and Officers in Organizations that have opted to apply the Background Investigation Policy to their assistant coaches and/or officers.

HOW BACKGROUNDS WILL BE PROCESSED

1. Individual will complete and sign the Authorization and Release for the Procurement of an Investigative Report form. Additionally, the President of the organization will sign the form.
2. The signed Authorization and Release for the Procurement of an Investigative Report form must be delivered to Recreation & Parks at the address identified above, Attention: Mark Oliver, or given to a departmental representative.
3. The Investigative Report will be completed within one week upon receipt. If a negative report is received by Recreation & Parks, a departmental representative will call and discuss the information with the individual.

If deemed necessary, a meeting will be held between the individual, the President of the Organization and representatives of Recreation & Parks.



AUTHORIZATION AND RELEASE FOR THE PROCUREMENT OF AN INVESTIGATIVE REPORT

(Revised July 2007)

I, the undersigned, do hereby authorize Anne Arundel County Department of Recreation & Parks, by and through its independent contractor, Kroll Background America, Inc., to procure an investigative report on me that includes social security verification and criminal history records.

I understand that I am entitled to a complete and accurate disclosure of the nature and scope of any investigative report of which I am the subject upon my written request to Kroll Background America, if such is made within a reasonable time after the date hereof. I also understand that I may receive a written summary of my rights under 15 U.S.C. Section 1681 et. seq.

I further authorize any person, business entity or governmental agency who may have information relevant to the above to disclose the same to Anne Arundel County Department of Recreation & Parks, by and through Kroll Background America, including by not limited to, any and all courts, public agencies, and law enforcement agencies regardless of whether such person, business entity or governmental agency compiled information itself or received it from other sources.

I hereby release Anne Arundel County Department of Recreation & Parks, by and through Kroll Background America and any and all persons, business entities and governmental agencies, whether public or private, from any and all liability, claims and/or demands, by me, my heirs or others making such claim or demand on my behalf, for providing an investigative report hereby authorized. I understand that this Authorization/Release form shall remain in effect for the duration of my association with Anne Arundel County.

**INDIVIDUAL'S NAME IS POSTED ON R&P'S WEBSITE WHEN BACKGROUND IS COMPLETE
BACKGROUND CHECKS ARE GOOD FOR THREE YEARS
PRINT CLEARLY AND COMPLETE ALL REQUIRED INFORMATION**

FULL FIRST NAME	FULL MIDDLE NAME	FULL LAST NAME
-- -- 19	() --	() --
DATE OF BIRTH (MM-DD-YY)	DAYTIME TELEPHONE	NIGHT-TIME TELEPHONE

CURRENT STREET ADDRESS	CITY	STATE	ZIP CODE
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LIST ALL PREVIOUS ADDRESSES (COUNTY & STATE) FROM AGE 18 TO PRESENT

<p>1. <table border="0" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 33%; border-top: 1px solid black; text-align: center;">COUNTY</td> <td style="width: 15%; border-top: 1px solid black; text-align: center;">STATE</td> <td style="width: 52%; border-top: 1px solid black; text-align: center;">DATES</td> </tr> </table> </p>	COUNTY	STATE	DATES	<p>3. <table border="0" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 33%; border-top: 1px solid black; text-align: center;">COUNTY</td> <td style="width: 15%; border-top: 1px solid black; text-align: center;">STATE</td> <td style="width: 52%; border-top: 1px solid black; text-align: center;">DATES</td> </tr> </table> </p>	COUNTY	STATE	DATES
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Have you ever been convicted of a crime or convicted in a military court martial? YES NO

Are you currently under any investigation or have a pending charge? YES NO

I certify that the information contained on this Authorization/Release form is true and correct, and acknowledge that I may be precluded from coaching due to false, omitted or fraudulent information.

SIGNATURE	DATE	ORGANIZATION / TROOP NUMBER
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