

BACKGROUND CHECK PROGRAM

Effective July 1, 2014

PURPOSE OF BACKGROUND CHECK

The purpose of the Department of Recreation and Parks' Background Check Program is to ensure that every individual who interacts with children undergoes a criminal history records check. The objective of the Background Check Program is to assist parents in providing a safe and positive experience.

A criminal history records check serves as a means to review an individual's background prior to their participation with youth activities. While no screening process can grant absolute assurances, knowing an individual's criminal background can provide greater certainty that an individual with a documented history of inappropriate behavior will not be able to volunteer with our youth. A Parent's watchful eye is still our greatest resource to keep our children safe.

COUNTY POLICY

In keeping with the Maryland Family Law Article, used in screening criminal history records for adoption and placement of children, any person convicted of or having open charges for any of the forty-one criminal offenses (misdemeanor or felony) found in the Criminal Justice Information System's regulations (Section 12.15.02.07), and also listed below, shall be prohibited for a time period stated below from participation in any capacity in youth programs or activities sponsored by:

- Department of Recreation and Parks; or
- Any group permitted the use of a County park or Board of Education field or facility.

As a prerequisite for any personal involvement with children, all adults who have care, custody or control of youth participants in any program or activity are required to successfully complete a criminal history records check as described in the Background Check process in this manual. This condition applies to programs or activities sponsored by:

- Department of Recreation and Parks; or
- Any group permitted the use of a County park or Board of Education field or facility.

CRIMINAL JUSTICE INFORMATION SYSTEM LIST OF CRIMINAL OFFENSES

1. Abduction
2. Abuse or Neglect of an Adult
3. Arson
4. Assault
5. Assault with Intent to Commit a Crime
6. Battery
7. Breaking and Entering
8. Burglary
9. Carjacking
10. Carrying or Wearing a Weapon
11. Child Abuse
12. Child Selling
13. Confinement of an Unattended Child
14. Contributing to Certain Conditions of a Minor
15. Criminal Non-Support and Desertion of a Spouse or Minor Child

16. Cruelty to Animals
17. False Imprisonment
18. Forgery
19. Hiring, Soliciting, Engaging or Using a Minor for the Manufacturing, Distributing or Delivering a Controlled Dangerous Substance (CDS)
20. Housebreaking
21. Incest
22. Indecent Exposure
23. Keeping a Disorderly House or Maintaining a Nuisance
24. Kidnapping
25. Maiming or Mayhem
26. Malicious Destruction of Property
27. Manslaughter or Murder
28. Manufacturing, Distributing or Delivering CDS
29. Perjury
30. Pornography
31. Possession of or Possession with Intent to Manufacture, Distribute or Dispense CDS
32. Prostitution or Pandering
33. Rape
34. Reckless Endangerment
35. Religious or Ethnic Crimes
36. Robbery
37. Sex Offenses
38. Sodomy
39. Unlawful Entry
40. Unnatural or Perverted Practices
41. Weapons / Firearms Violation of Federal or State Laws

FELONY CONVICTION

An individual with a felony conviction for any of the forty-one criminal offenses listed above shall be permanently prohibited from participation in any capacity.

MISDEMEANOR CONVICTION

An individual with a misdemeanor conviction in any of the following criminal offenses shall be permanently prohibited from participation in any capacity.

1. Abduction
2. Burglary
3. Child Abuse
4. Child Selling
5. Confinement of an Unattended Child
6. False Imprisonment
7. Hiring, Soliciting, Engaging or Using a Minor for the Manufacturing, Distributing or Delivering CDS
8. Housebreaking
9. Incest
10. Indecent Exposure

11. Kidnapping
12. Maiming or Mayhem
13. Manslaughter or Murder
14. Rape
15. Robbery
16. Sex Offenses / Sexual Assault
17. Sodomy
18. Unnatural or Perverted Practices

An individual with a misdemeanor conviction in any of the following criminal offenses shall be prohibited from participation in any capacity for a period of ten (10) years from the date of conviction:

1. Abuse or Neglect of an Adult
2. Arson
3. Assault
4. Assault with Intent to Commit a Crime
5. Battery
6. Breaking and Entering
7. Carjacking
8. Carrying or Wearing a Weapon
9. Contributing to Certain Conditions of a Minor
10. Criminal Non-Support and Desertion of a Spouse or Minor Child
11. Cruelty to Animals
12. Forgery
13. Keeping a Disorderly House or Maintaining a Nuisance
14. Malicious Destruction of Property
15. Manufacturing, Distributing or Delivering CDS
16. Perjury
17. Pornography
18. Possession of or Possession with Intent to Manufacture, Distribute or Dispense CDS
19. Prostitution or Pandering
20. Reckless Endangerment
21. Religious or Ethnic Crimes
22. Unlawful Entry
23. Weapons / Firearms Violation of Federal or State Laws

OPEN CHARGES

An individual with open charges, either felony or misdemeanor, shall be prohibited from participation in any capacity. It is the responsibility of the individual to notify the Department of Recreation and Parks as to the judgment of the court.

SOURCE OF INFORMATION FOR CRIMINAL HISTORY RECORDS CHECK

Maryland Statewide Criminal Search – A review of all criminal convictions contained in the Judicial Information System database.

Social Security Number Trace and Address Locator Database – This search may provide the following information: (a) Name and name variations used by the individual, such as maiden, divorced or previous names, (b) Current and former address(es) associated with that SSN and (c) Date of birth

(may be limited to month and/or year of birth).

US Criminal Records Indicator – A database search comprised of information from the Department of Public Safety, Department of Corrections, Administrative Office of the Courts, Bureau of Criminal Apprehension, and/or the Department of Criminal Justice and other applicable government agencies, where applicable.

TIME FRAME FOR CRIMINAL HISTORY RECORDS CHECK

All reported arrest and conviction information which is readily available at the courts and which is legally reportable under the federal Fair Credit Reporting Act and state reporting laws is accessible to the Department of Recreation and Parks.

PERSONS REQUIRED TO UNDERGO A CRIMINAL HISTORY RECORDS CHECK

The following matrix is provided to assist community leaders in determining who must undergo a criminal history records check prior to participating (i.e. before the first practice for coaches or the first meeting for scouting leaders) in a youth activity or program. This list serves as a guide and is not all-inclusive.

<u>POSITION OR TITLE</u>	<u>COMMENT</u>	<u>REQUIRED</u>
Organizational Officers	Any Group that Sponsors Youth Activities	Yes
Organizational Board Members	Any Group that Sponsors Youth Activities	Yes
Youth Sport Commissioners	Any Group that Sponsors Youth Athletics	Yes
Coaches Association Board Members	All Youth Sports in County	Yes
Head and Assistant Coaches	County-Sponsored Youth Leagues	Yes
Head and Assistant Coaches	Youth Clinic, Travel or Select Teams	Yes
Transportation Providers	Transport Youth Participants	Yes
Independent Contractors	Sport Camps, Clinics, etc.	Yes
Scouting Leaders and Assistant Leaders	All Levels of Scouting	Yes
Instructors and Assistant Instructors	Youth Programs	Yes
Child Care Providers	Required by Family Law Article	Yes
Volunteers / Event Workers	Care, Custody or Control of Children	Yes
Volunteers / Event Workers	No Care, Custody or Control of Children	No
Tournament Teams (Out of County)	Tournament Play	No

CONFIDENTIALITY

Although adult criminal records are public knowledge, information received during the criminal history records check process will be shared on a “need to know” basis only.

RESPONSIBILITY FOR COMPLIANCE

The adult leader in charge of the respective youth activity is responsible to ensure all assistants and aides have a completed criminal history records check prior to their participation. For example, head coaches are responsible for all assistant coaches, scouting troop leaders are responsible for assistant leaders, and primary instructors are responsible for teacher’s aides.

COMPLETED AND UPDATED BACKGROUND CHECKS

A list of individuals with completed and cleared criminal history records checks can be found on the departmental website – www.aacounty.org/recparcs. This list is updated weekly.

All adult leaders of youth programs or activities are required to complete an updated criminal history records check a minimum of every three (3) years. It is the responsibility of the volunteer to keep their status updated.

CHANGE OF ADDRESS

It is the responsibility of the volunteer to inform the Department regarding a change of address. If mail is returned to the Department as “undeliverable”, the volunteer will be inactivated for the purposes of the Background Check Program and removed from the eligibility listing posted on the departmental website.

APPEALS

If an individual disputes the accuracy or completeness of any information reported in the criminal history records check, they have a right to request a reinvestigation, unless the dispute is deemed frivolous. Information on this process may be obtained by contacting the Background Check Program Coordinator. Once the accuracy of the Criminal History Records Check is confirmed, individuals prohibited from participating in youth programs or activities based on the findings of this check have no right of appeal.

EXPUNGED RECORDS

An individual is not required to disclose information regarding criminal charges or convictions that have been expunged by the courts. An individual whose criminal convictions were expunged after being prohibited from participation should provide the Department with written evidence of the court’s actions.

BACKGROUND CHECK PROCESS

To initiate a criminal history records check, the individual must complete and sign an Authorization and Release for the Procurement of an Investigative Report form. This form can be downloaded from the Department’s website or can be completed on-line. Online processing requires the completion of payment. To complete the background check online, go to www.aacounty.org/recparcs.

For volunteer who do not want to complete the process online, the following steps must be completed. The release form must be completed legibly in its entirety on the most updated form. Any missing information will prevent or delay the criminal history records check process. Refusal to provide all required information will result in the individual being prohibited from participation in youth programs or activities.

Once the Authorization and Release for the Procurement of an Investigative Report form is completed, deliver it to the Recreation and Parks Business Office with payment for processing. ***Under no circumstances is an individual authorized to participate in any youth program or activity in any capacity prior to the completion of his or her criminal history records check.*** Organizational leaders are expected to check the database on the Department’s website to ensure all adult volunteers have completed a criminal history records check prior to participating (i.e. before the first practice for coaches or the first meeting for scouting leaders).

The requests and subsequent reports are transmitted over a secure website with restricted rights of access. If a criminal history records check comes back disclosing a criminal conviction that would

prohibit an individual from volunteering, the Department's Background Check Program Coordinator (or designee) will call and discuss the information with the individual. The Department's Background Coordinator will also contact the leader of the community group to preclude the individual from participating with the community youth program or activity.

DISCIPLINARY MEASURES

It is the responsibility of each organization that participates in County-sponsored activities or is granted the use of a County park or Board of Education field or facility to fully comply with this Policy and the Background Check Program.

As part of the organizational accreditation process, each organization must sign an annual acknowledgment of the receipt of departmental policies. Organizations and/or their members that knowingly or unknowingly violate the County's policy or Background Check Program are subject to disciplinary measures that may include, but are not limited to:

1. Loss of organizational accreditation;
 2. Restrictions on facility usage; and/or
 3. Suspension from participation.
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