



Department of Recreation And Parks

Barry F. Williams
Director

TO: Baltimore County Recreation and Nature Council Presidents

FROM: Barry F. Williams, Director – Recreation & Parks

DATE: June 10, 2015

SUBJECT: Volunteer Background Check Program Procedures

Rec & Nature Council Presidents:

As of July 1st, Baltimore County's new background screening program for Recreation and Parks volunteers will go into effect. This screening will be performed by a security consulting firm: SSCI (The Southeastern Security Consultants, Inc). Information about SSCI can be found at SSCI2000.com.

This screening process is as follows:

- Volunteers will need to apply to participate at the start of **each** activity season. Applications can be submitted online at: **BaltimoreCountyMD.gov/RecreationVolunteers**. Volunteers will need to enter the access code **BCGRec15** to apply
- SSCI will perform a background screening to check for
 - Presence on the national sex offender registry
 - First Degree Assault Convictions in the last 5 years
 - Possession of a controlled substance with intent to distribute convictions in the last 5 years
 - Indecent Exposure convictions in the last 5 years
- If an applicant does not pass screening, SSCI will communicate this failure to them in writing. For privacy reasons, Baltimore County staff will not have access to failed records or details. Any concerns regarding accuracy of results can be directed to SSCI directly at 866-996-7412.
- All applicants that pass screening will be posted online within 2 weeks of application. The list of approved volunteers will be available online at: **BaltimoreCountyMD.gov/RecreationVolunteers**

We ask you and your staff, acting as community spokespersons, to assist in the process of communicating this program to parents and volunteers by distributing the enclosed are supplemental documents and assisting volunteers with any questions they have.

Enclosed:

- A program information brochure to inform parents and volunteers about the purpose of background screening
 - We recommend this brochure be distributed to parents and volunteers during activity registration each season. This will keep parents continually informed and remind volunteers to register each season.
- Instructions for volunteers on how to navigate to the web portal and complete the application. It is our preference that all applications be submitted online. If an applicant does not have regular access to the internet, the instructions list several public county facilities that have free computer labs with staff that can assist them.
 - We recommend these instructions be distributed to volunteers in addition to the above brochure at the start of each activity season. You may begin distributing these instructions when the system is live on 7/1/2015.
- A physical application form has been created as a last resort for applicants that are unable to submit their information online. This form must be filled out and returned to the volunteer's local community office. We ask that you encourage online submission because it is more secure and private than filling out a paper form.

The county will provide physical copies of these documents as needed. If you run out, please contact your local community office.

Thank you for your assistance in facilitating this information to your parents and volunteers. Please contact your community supervisors if you have any questions about this program.

Sincerely,

Barry F. Williams,
Director, Recreation & Parks