



Volunteer Background Check Instructions

Three Rivers Park District is committed to providing quality services and programs to park guests in a safe environment. As a part of this commitment, the Park District Human Resources Department conducts a Background Verification on all staff and for all ongoing and temporary volunteers age 14 or older.

The Park District uses a third-party vendor, HireRight, to verify background information as described below:

- **Criminal Felony/Misdemeanor Search**
7-year felony/misdemeanor county criminal record searches are conducted based on the applicant's residence history or reported information.
- **National Criminal Database Search**
Complete search of state court repositories, departments of correction, county courts, and other state level agencies, as well as sex and violent offender records. This search is designed to identify jurisdictions, undisclosed by the applicant, in which they may potentially have a criminal record. If records are found, a county criminal search will be conducted in the jurisdictions identified.

All data will be kept confidential and on file for five years following the conclusion of your time as a volunteer with the Park District. This complies with state mandated record retention schedules.

Instructions

You will receive an email from HireRight containing a custom link and password. Follow the promptings to provide the disclosure and authorization for the Park District to conduct a routine pre-volunteer background investigation. Minors 14 and older must first submit a consent form signed by a parent or guardian.

All background checks are conducted online. Any volunteer who does not have computer access may request to use a Park District computer. Internet access is also available at your local library.

Please feel free to contact the Human Resources Office with any questions you may have about background checks (Barb Drews, Human Resource Partner at 763.694.7615). Contact Volunteer Coordinators Becca Conser or Katie Brom with any questions you may have regarding your volunteer work at 763.559.6706 or volunteer@threeriversparks.org or contact your site supervisor.