



## 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 conducts a Background Verification on all staff and for all ongoing and temporary volunteers aged 18 and 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. Follow the promptings to provide the disclosure and authorization for the Park District to conduct a routine pre-volunteer background investigation. Note that you will not need to have your resume, CV, employment history, transcripts, paychecks, etc. on hand. Required fields include name, address, phone, e-mail, date of birth, and social security number.

Background checks are conducted online. We suggest using a computer to complete the form (we do not suggest using a smartphone or tablet). 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 Volunteer Resources Office with any questions (Katie Brom or Joan Claude; [volunteer@threeriversparks.org](mailto:volunteer@threeriversparks.org) or 763-559-6706).