



Criminal Background Investigation Information Release Form for Arlington Heights Park District Volunteers

Please read this form carefully and be aware that by allowing the Arlington Heights Park District to investigate your background with the Illinois State Police Bureau of Identification and/or other appropriate agency, you will be waiving and releasing all claims for damages you might sustain arising out of the criminal background check and review.

I understand that pursuant to state statute (70 ILCS 1205/8-23) a successful criminal background investigation is a condition of my employment or volunteerism with the Arlington Heights Park District.

I agree to waive and relinquish all claims I may have against the Arlington Heights Park District and its officers, agents, servants, and employees as a result of my participation in the criminal background investigation.

I do hereby fully release and discharge the Arlington Heights Park District, its respective officers, agents, servants, and employees from any and all claims from damages which I may have or which may accrue to me on account of the results of any aspect of the criminal background investigation.

I further agree to indemnify and hold harmless and defend the Arlington Heights Park District, its respective officers, agents, servants, and employees from any and all claims resulting from damages sustained by me or arising out of, connected with, or in any way associated with, any of the activities of the criminal background investigation and review.

I have read and fully understand this Waiver and Release of All Claims.

Signature Date Signed

Legal Last Name Legal First Name MI

Maiden Name (if applicable) Date of Birth

Social Security Number

Supervisor's Signature Date Signed

For Office Use Only

Investigating Agencies ___ Illinois State Policy Bureau of Identification

Other _____

Date Completed _____

Reviewed By _____

Dear Volunteer,

Thank you for your interest in volunteering at the Arlington Heights Park District. We're very appreciative of your willingness to support the many recreational programs and services we offer to the residents of Arlington Heights.

In an effort to provide a safe environment for everyone, the Arlington Heights Park District requires both its employees and volunteers to successfully complete a criminal background check, which is run through the Illinois State Police. Our goal is to prevent persons with dangerous criminal pasts from coming into contact with, or causing physical or emotional harm to, our program participants, our employees and our volunteers.

The Arlington Heights Park District recognizes its volunteers may have concerns regarding sharing private information in order to run the criminal background checks. The Park District takes these concerns very seriously and wants to assure all of its volunteers that we take every possible step to ensure the security and safekeeping of your private information.

The process for running our criminal background checks is as follows:

1. The volunteer completes the criminal background check release form, which is found on the reverse side of this document, and returns the completed form to the program supervisor.
2. Completed criminal background check release forms are delivered to the Superintendent of Human Resources for processing through the Illinois State Police. Supervisors with offices in the Administration Center hand-deliver the completed forms and supervisors based at other Park District facilities place the completed forms in a sealed interoffice envelope, which is then delivered to the Superintendent of Human Resources by the Park District's bonded courier.
3. The data that is required to run the criminal background check is entered into the Illinois State Police's background check software program by the Superintendent of Human Resources. Once the data is entered, it is encrypted and secured for transmission to the Illinois State Police's Record Division. In addition, the individual's data is checked against the Illinois State Police and the National Sex Offender Registry.
4. When the Illinois State Police has run the criminal background check, the results are sent to the Superintendent of Human Resources via encrypted e-mail. The Superintendent of Human Resources must log into a decryption software program to decrypt and view the results. The Superintendent of Human Resources then contacts the Program Supervisor and only states that the background check was completed successfully. Actual results of background checks are not shared with our Program Supervisors.
5. The completed criminal background check release forms are then placed in a locked file located in the Arlington Heights Park District's Business Office. The only individuals with access to this file are the Superintendent of Human Resources and the Payroll Clerk, who files the forms and maintains the security of this file. After two years on file, criminal background check release forms are shredded by the Payroll Clerk.
6. When a conviction record is reported, a copy of the report is shared with the individual. Please note that not all convictions prevent an individual from volunteering in our programs. The Arlington Heights Park District considers the conviction information only as it relates to the position the volunteer has applied for.

Thank you for your assistance and cooperation with this policy. If you have any questions regarding criminal background checks, please contact the Superintendent of Human Resources at 847.506.7877.