

**EXPLANATION OF IDNR VOLUNTEER CRIMINAL BACKGROUND CHECK PROCESS
AND INSTRUCTIONS FOR COMPLETING REQUIRED
“REQUEST FOR RELEASE OF INFORMATION” FORM**

To Current and Prospective Volunteers:

Authority: The IL Department of Natural Resources - Division of Special Events, Programs and Promotions manages the Volunteer Network Program. The Volunteer Program Manager will manage and evaluate the criminal background check process, update policies and procedures and maintain all records. IDNR is responsible for providing a safe environment for our volunteers, visitors and staff. To insure this, as part of the volunteer application procedure, IDNR will conduct criminal background checks on selected and new prospective volunteers beginning 1/21/2010.

Sources Checked: In doing this check, IDNR may use information from criminal justice, corrections or other law enforcement agencies.

Disclose all History: You must accurately and completely disclose all conviction history on the *Request for Release of Information* form. This includes all felonies, misdemeanors, probation violations and failures to appear, regardless of the date of conviction. If you fail to list something, you may be disqualified. If you are not sure, you should list the offense. Be sure to list approximate date and location of each conviction listed. Describe the nature of the crime and the circumstances of when you were convicted, together with your sentence. You may attach documentation to support any information provided. Sign and date each page of the form and have a witness sign the form verifying your signature. You may want to make a copy of the form for your file.

Violations: Minor traffic violations such as parking tickets, speeding, failing to stop at a stop sign, are not required to be listed. If you are unsure if a driving offense was a violation or a criminal misdemeanor or felony, list it and we will verify it. You must immediately notify your Volunteer Supervisor, and the VPM at the address on this form, in writing, if you are convicted of any crime, after this process is completed.

Recheck: A criminal background check may be repeated by IDNR at any time while you are volunteering. A new Authorization CMS-284 Form will need to be completed.

Automatic Disqualification: If you do not cooperate with this process, or if you provide false information you will be disqualified.

Notification: If your Background Check comes back with no concerns, you will not hear anything from us. In the unlikely event that your Background Check shows a history we consider incompatible with your volunteer duties, you will be informed in writing, of the results in a timely, confidential manner.

Challenging a Background Check: If you believe the information we receive is inaccurate, incomplete or maintained in violation of any state or federal statute or regulation, you may order an FBI ID Report and proceed with challenging the history, if needed. You can then retrieve a corrected history, and reapply with IDNR. You will be responsible for any costs associated to furnish the FBI ID Report.

Privacy: Please be assured that provisions are in place to safeguard your privacy. In the event that your criminal background check shows a history we consider incompatible with your volunteer duties, you will be informed in writing, of the results in a timely, confidential manner. If you apply jointly, and one individual is denied, you will be denied jointly.

Authorization Form: You will be given your “*Request for Release of Information*” form by your Volunteer Supervisor for completion. Some volunteers may receive this form by mail. If so, be sure to follow all instructions in the enclosed letter and include the IDNR Site or Division name, or the IDNR Volunteer Supervisor’s name that is to receive the results of the background check.

For further questions about IDNR’s Volunteer Background Check process, you may contact Dianne Blasa, Volunteer Program Manager at dnr.volunteers@illinois.gov.