

Background Check Process

Sport Organization Presidents are required to submit a roster of all coaches and Board members to the Recreation Director **at least 3 weeks prior to season start.**

The Recreation Department will submit the final roster of coaches to the Police Department.

Youth Sport Association Volunteers The recreation Department has obtained the Kanka foundation grant which will pay the initial \$26.25 cost for the first 250 volunteers applying for a background check beginning 9/15/2010.

If grant applications run out or you lose your free application you will be responsible to pay the \$26.25 cost and must obtain an application at http://www.njsp.org/info/pdf/092309_univform_ysb.pdf, and for box 7 on appointment procedures complete B10002 only.

Prospective Coaches and Volunteers interested in volunteering in any Midland Park Youth Sports Association

If you are 18 years or older and are applying for a coach or sport association board member position with any of the Midland Park Youth Sport Associations records must first indicate:

- A. You have viewed the Volunteer DVD at the DePhillips Community Center, (1 time only).
- B. You have completed the Rutgers' Safety training course (1 time only) & submit a copy of your card with your name and address printed on it directly to the Recreation Department.
- C. You have completed a criminal background check.

(A, B & C must all be completed before you can begin coaching or be considered as a board nominee for any of the MPYS Associations)

Recreation Department Volunteers or Employees

Potential Volunteers or Employees 18 years or older being considered for employment or volunteer work in the Midland Park Recreation Department

Records must first indicate the following:

- You have viewed the Volunteer DVD at the DePhillips
- You have completed a criminal background check and present a copy of the background check certificate to the Recreation Department
- Employees must also be current on CPR/First Aid Certification

To be considered

Police Department:

All background check information will be handled by the Police Dept. only.

All volunteers or perspective employees should pick up a background check application from the Midland Park Police Department. If grant applications run out or you lose your free application you will be responsible to pay the \$26.25 cost and must obtain an application at http://www.njsp.org/info/pdf/092309_univform_ysb.pdf, and for box 7 on appointment procedures complete B10002 only.

Disqualified persons shall have the opportunity to complete and challenge the accuracy of the information contained in the criminal history record or request an exception by filing a written notice of appeal with the Chief of Police no later than (20) days after receiving notice of the disqualification from the State Police.

Background Re-Check Policy

Each employee, volunteer and participant shall be required to undergo the background check not less than once every two (2) years, provided that the Borough reserves the right to require more frequent testing. Volunteers will be responsible for the fees associated with the re-check process unless grants become available.

MIDLAND PARK RECREATION

BACKGROUND CHECK PROCEDURES

If you desire to coach a juvenile sport or volunteer or be employed with the Midland Park Recreation Department and are 18 years or older, you **MUST** have a fingerprint background check completed. The following outline will direct you on how to do so.

YOU MUST COMPLETE ALL 8 STEPS!

1. **Obtain a Background check application from the Police Department**

2. Go to <https://www.bioapplicant.com>

Fill in the boxes as follows:

BOX 1 – NJ920610Z - YOUTH SERVING ORGANIZATION

BOX 2 – KFB

BOX 3-4 – 15A-3A-1 - YOUTH SERVING ORGANIZATION

BOX 5 – VB2

BOX 7 CHOOSE B10002 **FOR KANKA GRANT APPS CHOOSE B10002KANKA**

BOX 8 - LEAVE EMPTY

3. Click on "CONTINUE"

a. Fill in the BOXES on this page with your personal information

4. CLICK on "CONTINUE"

a. Check to confirm information is right, CLICK "I AGREE" BOX, then CLICK "CONTINUE"

5. The next page will have created your applicant ID # - **VIP: FILL IN THE APPLICANT ID NO.** in the bottom left hand side of the Sagem Morpho Application.

6. Next select a convenient location to have your fingerprints taken. (Paramus is the closest location)

7. Schedule your appointment

a. Bring your printed application and proper ID with you. **If you miss your appointment or forget to bring the proper ID and application to the appt., you will be responsible for an \$11 fee payable to the Borough of Midland Park.**

8. After getting your finger prints taken, you **MUST** hand in your application and receipt immediately to the Midland Park Police Dept, thus indicating you have in fact been printed.

You must return to the Police Department 10 days later to pick up a Background Check Certificate.

- If you are a prospective coach or board member applying to one of the Midland Park Youth Sports Associations please submit a copy of your certificate to your Youth Sport Association President. **PLEASE RETAIN YOUR ORIGINAL CERTIFICATE FOR YOUR RECORDS, YOU WILL NEED TO SUBMIT A COPY TO EACH SPORT ASSOCIATION EACH TIME YOU COACH.**
- If you are a prospective Recreation Department employee or volunteer please submit a copy of your background check certificate to the Recreation Department.