

Wyoming State Parks, Historic Sites & Trials Division Policy on Criminal Background Checks

Policy Summary

Background checks are conducted to protect the safety, health and well-being of State Park staff and visitors by ensuring applicant backgrounds are suitable for park volunteer positions for which they are being considered and the public trust inherent in public service by the State of Wyoming. Park volunteer positions that are covered under this policy are those that provide direct service to, or are in direct contact with “vulnerable populations”. “Vulnerable populations” include park visitors who are children, disabled, or elderly. All volunteer offers are conditional pending the outcome of thorough background screening.

Policy

It is the policy of the Division, as part of its volunteer placement procedures, to conduct thorough background checks on volunteer camp host applicants who are either entirely new to the Division or are returning volunteers who have had a lapse in service with the Division of one or more years. Returning camp hosts will be re-screened every three years. In addition, any person(s) traveling with the camp host(s) that is living on State Park property are subject to background checks. These background checks will include a full national, state, and local background check for each eligible applicant and will be conducted by the service provider Southeastern Security Consultants, Inc. (SSCI). The Division will direct and pay for SSCI’s services.

Reports of background checks shall be reviewed by the Volunteer Coordinator. Information received during a volunteer’s screening process will not be disclosed outside of the organization. All information relative to the background check is strictly confidential and may only be shared with the State Parks Administrator (or designee), Volunteer Coordinator, and the applicant. In special circumstances, the Division may have a duty to disclose to third parties certain information as the law requires.

Consideration shall be given to the relevance of any screening finding one or more of the following factors:

- Type of work that the volunteer is supposed to perform;
- The nature of the finding, including how recent it was and the age of the person at that time, and;
- Whether there is evidence of a criminal pattern.

Immediate disqualification of an applicant for any screenings reporting the following factors:

- All sex offenses;
- Felonies;
- Violent criminal convictions.

Procedure

1. Upon being notified of a conditional offer of a position, the candidate will log-on to the SSCI secure website and provide the necessary personal information to initiate the screening process. The website link for the applicant is below:

https://ssci2000.secure-screening.net/escreening/OApp_LoginEntrance.asp?mode=direct&code=739600

2. When the screening is completed for a given candidate, the Volunteer Coordinator is electronically notified by SSCI and a report containing the screening results is made available for review online in the secure SSCI account. Results of the screening are sent to the applicant at their request.
3. The Volunteer Coordinator reviews the report and a position decision is made. After which, the individual and park or historic site is notified.