

HARRISON COUNTY PARKS AND RECREATION

Policy on Background Checks

It is the policy of the Harrison County Parks and Recreation (H.C.P.R.) that background checks be performed on all staff and volunteer head coaching applicants for any of the H.C.P.R. youth sports programs/recreation programs. This policy has been adopted by the H.C.P.R. at the request of, and to meet the requirements of, the insurance company of the Harrison County Commission, of which the H.C.P.R. is an appointed agency. Background checks will include, but will not be limited to the following:

1. Employment records/employer's references
2. Criminal background/information/fingerprints
3. Personal references

The purpose of these background checks is to determine the suitability of the applicants for staff or volunteer coaching positions with regards to any previous criminal record. Conviction of a felony sex offense and/or drug offense may make the applicant for a staff or volunteer coaching position ineligible to coach or work with any H.C.P.R. league or program. The director of the H.C.P.R. will make the determination of suitability based upon the results of the background check. Any background check that produces questionable results will be presented to the Harrison County Prosecuting Attorney by the HCPR director for his guidance on determining eligibility. A background check must be completed and on file before an individual will be permitted to perform his/her duties in the staff or volunteer coaching position.

Information obtained as a result of these background checks will be made available to the following personnel only: the director and the H.C.P.R. secretary. Information received as a result of a background check will not be given to any other person or organization. This information will be used solely to determine suitability of the applicants for staff or volunteer coaching positions only, and will not be used for any other purpose or personal use. Violation of this policy will result in dismissal. Completed background checks will be secured in a locked filing cabinet within the office of the director of the H.C.P.R. The director and the secretary will maintain the keys to this locked filing cabinet. Opening and closing of this cabinet will be logged in a log book with the following information: date opened, time opened, individual opening, date closed, time closed and individual closing the cabinet. The logbook will be available for inspection by any member of the H.C.P.R. upon request.