

SPORTS APPLICATION NOTICE

To anyone filling out the attached sports application, you must fill out all the information correctly. All sections are required to be filled out. The application will then be sent to the Warren County Sheriff's Department for a background check. If your application is denied by the Sheriff's Department the Warren County Parks and Recreation Department will then contact you regarding the rejection. Please read the background check guidelines thoroughly and know that these guidelines must be strictly adhered to. Any application and background check guidelines page that is not signed will not be turned in for a background check and you will not be allowed to coach until this is completed.



JERRY "Peanuts" GAINES
SHERIFF

WARREN COUNTY

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WARREN COUNTY PARKS DEPARTMENT
APPLICANT BACKGROUND CHECK
GUIDELINES

Goal

Warren County Sheriff's Office checks the background of each named applicant participating in the Warren County Parks Department to ensure the safety and protection of all children, citizens and attendees involved in the sports and recreation programs conducted in/at our Warren County Parks.

Information Exchange

The Warren County Parks Department shall be responsible for bringing the applications to the Warren County Sheriff's Office Records Section for the background checks to be completed. They shall be hand delivered not faxed. It shall be understood that the background checks are second priority to the normal function of the WCSO Records Section. The Warren County Parks Department shall be responsible for making sure that the applications are legible and have the appropriate identifiers on the application for the background check. For a thorough check through AOC records, the applications must have name, any maiden names / previous names, address, at least a partial Social Security Number, and the applicant's date of birth. If the forms are not legible, the WCSO records section will not be able to review or check records on that particular application.

WCSO is only utilizing the AOC's Court Net program, Kentucky State Police Sex Offender Registry, and local warrant database when checking backgrounds on the Warren County Parks Department applicants. It is understood that WCSO is not able by law to run a full FBI Criminal History query for this process. This system is reserved for Criminal Justice purposes only. Warren County Sheriff's Office is not responsible for any records or

history that may not be discovered during this process. This is not a comprehensive or complete criminal history process. In this agreement, the applicant is giving consent for the WCSO to disclose information resulting from the background check with the parks director.

Reasons for Denial

Reason for denial of parks applicants can be but are not limited to any of the following reasons where the applicant has been charged with any of the following offenses. This is not to say that the applicant has been convicted of this offense, merely that they have a charge on their record.

Again, it is up to the park's director to decide if any applicant can be accepted once the WCSO records section has denied the application.

The applicant can not have any of the following on their record:

- Any active or outstanding warrants of arrest
- Any felony offense
- Any offense involving a minor
- Any offense involving any type of violence or assault
- Any offense involving the carrying of a concealed deadly weapon (handguns, knives, brass knuckles and any other item covered by KRS)
- Any offense involving eluding or attempting to elude police
- Any offense involving possession, use, intoxication of, selling of, or promoting of illegal drugs or drug-making materials
- Any offenses involving theft, burglary, or robbery
- Offenses involving alcohol within the last 24 months (these instances shall be reviewed on a case by case basis by the parks director)

Accepted / Approved Applications

Applications that have been reviewed and appear to be in compliance with the standards of the background process will be stamped with “WCSD RECORDS” in the bottom right corner.

Denied / Rejected Applications

Applications that have been reviewed and appear to be out of compliance with the standards of the background process will be stamped with “REJECTED WCSD RECORDS” in the bottom right corner.

Appeal Process

Any applicant that was denied by the WCSO during background check may choose to appeal the denial. The denied party shall contact the Warren County Circuit Court Clerk’s Office to obtain information regarding the reason for which the application was denied once the circumstances have been revealed. Once appropriate paperwork is obtained by the denied party, the Warren County Parks Director will reconsider the approval of the application. This process is reviewed and conducted by the parks director. Denied parties should correspond with the Warren County Parks Department and not the Warren County Sheriff’s Office.

It is understood that once an applicant is denied, the parks director requires final case disposition information from Warren Circuit Court Clerk’s Office showing that the charge in questions has either been dismissed or expunged. All final participation decision making authority lies with the parks director.

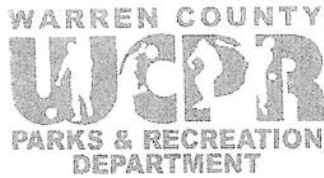
WARREN COUNTY SHERIFF'S OFFICE
WARREN COUNTY PARKS DEPARTMENT
BACKGROUND CONSENT FORM

I have read and understand the agreement between the Warren County Sheriff's Office and the Warren County Parks Department regarding the process for background checks. By affixing my signature and attaching my Warren County Parks Department application, I hereby grant consent for background check to be completed by the Warren County Sheriff's Office. I further consent and grant the release of my information to the parks director for discussion when considering my pending application. I also understand by not signing this release, I will be unable to coach, manage, or serve on the board of any league within the WC Parks Department. Additionally, I understand that WCSO is not able by law to run a full FBI Criminal History query for this process. This system is reserved for Criminal Justice purposes only. Warren County Sheriff's Office is not responsible for any records or history that may not be discovered during this process. This is not a comprehensive or complete criminal history process.

Applicant Signature

Date

Printed Name



2055 Three Springs Road
Bowling Green, KY 42104

Warren County Parks and Recreation Department Sports Application

Coach _____ Asst Coach _____ Official _____ Board Member _____

Girls Softball _____ Girls Basketball _____ Warren East Optimist Basketball _____

South Warren Boys Basketball _____ Southern Little League _____ Northern Little League _____

Pee Wee Baseball _____ Babe Ruth _____ Volleyball _____ Inline Hockey _____ Youth Football _____

Date of Application _____ Team: _____

Name: _____ Date of Birth _____ Sex _____

Drivers Lic# _____ Soc# XXX-XX- _____ State _____ Email _____

4 digits

Present Address _____

Number Street City State Zip

Home Phone# _____ Cell# _____ Work # _____

Present Employer _____ Work number _____ Supervisor _____

Position _____ Date of Employment _____ List any other jobs you may have _____

Have you ever been arrested; charged; or convicted of a crime? Y / N If Yes; explain in detail

Have you ever been involved in an incident involving child abuse or neglect? Y / N If yes; explain in detail

Have you ever had a problem with Alcohol or drugs? Y / N If yes; explain in detail

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