

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 a name, address, date of birth, and social security number. 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 and the Kentucky State Police Sex Offender Registry when checking backgrounds on the Warren County Parks Department applicants. We are not permitted by KSP / FBI security regulations to run a III criminal history. Whenever an applicant has been

Information Exchange

It is the goal of the Warren County Sheriff's Office to check the background of each of the named applicants participating in the Warren County Parks Department. The applications must be supplied, in paper form, by the Warren County Parks Department to ensure the safety of the children and citizens involved in the sports that are conducted in our Warren County Parks.

Goal

**WARREN COUNTY PARKS DEPARTMENT
APPLICANT BACKGROUND CHECK
GUIDELINES**

Phone (270) 842-1653 Business Office Fax (270) 781-1984
Bowling Green, Kentucky 42102
P. O. Box 807

JERRY "Peanut" GAINES
SHERIFF
WARREN COUNTY



denied, we will not disclose any information concerning the background check to the parks department employees only the applicant and possibly the park's director. If there are questions pertaining to the denial, the applicant will be referred to the park's director. The decision to allow an applicant to participate after denial by the WCSO is ultimately up to the park's director.

Reasons for Denial

Reason for denial of parks applicants are for any of 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 offense involving a minor
- Any offense involving any type of violence
- Any offense involving eluding or attempting to elude police
- Any offense involving possession, use, intoxication of, or selling of illegal drugs or drug making materials
- Any offenses involving theft, burglary, or robbery
- Offenses involving alcohol intoxication shall be reviewed on a case by case basis.

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 "WCSO RECORDS" in the bottom right corner.

Printed Name _____

Signature _____

Date _____

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.

Any applicant that was denied by the WCSD during background check may choose to appeal the denial. This process will be considered by the park's director. Contact should be made with the administrative office of the parks department.

Appeal Process

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.

Denied / Rejected Applications