

CITY OF HANAHAN RECREATION AND PARKS
Hanahan Recreation and Parks Department
Volunteer Background Checks

Purpose

The Hanahan Recreation and Parks Department will offer quality leisure services to all citizens. The department will provide safe facilities and quality volunteers to assure activities are enjoyable for everyone.

Parts of Background Checks

Background checks will be conducted through the South Carolina Law Enforcement Division (SLED).

The Check will include:

- Social Security verification
- Address Trace
- Statewide criminal record check for all misdemeanor and felony convictions
- State Sex and Violent Offender registry.

Scope

It is the policy of the Hanahan Recreation and Parks Department to conduct background checks on the following individuals:

1. All new full-time employees
2. All new part-time, seasonal, or temporary employees who will have contact with children, handle department funds, or have access to inventories of department equipment, supplies and materials.
3. All new volunteers who have contact with children.
4. All current volunteers who have contact with children.

Process for Background check

1. The applicant will complete the appropriate application form.
2. Any applicant selected for a paid or volunteer position must complete a consent/release form and return it to the recreation and parks department.
3. The individual cannot start work or volunteer services until the check has been completed.
4. If there is a criminal history reported to the Hanahan Recreation and Parks Department the person will be notified of such findings. A conviction for a crime does not automatically preclude employment or volunteer services and individual circumstances will be considered, such as the nature of the crime the number of convictions, how long it has been since the conviction occurred and the duties of the position.

Persons convicted of any of the following offenses automatically will be disqualified from employment or volunteer positions within the City of Hanahan Recreation and Parks Department.

Murder, voluntary manslaughter, reckless homicide, aggravated battery, kidnapping, criminal confinement, rape, criminal deviate conduct, child molestation, child exploitation, vicarious sexual, gratification, child solicitation, child seduction, sexual battery, sexual misconduct with a minor, as a class A or B felony, incest, carjacking, arson, contributing to the delinquency of a minor, an offence relating to material or performance that is harmful to minors or obscene under IC 35-49-3, armed robbery.

Due Process

If a record of criminal convictions is found, the employee or volunteer will be given a copy of the criminal history report and asked if it is accurate prior to any final decision. If the employee or volunteer disagrees with the accuracy of the report, the employee or volunteer may be placed on paid administrative leave until the information on the criminal history report can be verified, if it is on a new employee or volunteer this person will not start until the report is verified. It will be up to the employee or volunteer to provide any documentation to support his or her claim. The final decision about new or continued volunteer services will be made the recreation and parks director.

Privacy

The privacy of the information obtained by the Hanahan Recreation and Parks Department through the background check will be respected and not distributed or posted in public forms except as may be required by law. Information may be shared with City Council, City Administrator and outside legal counsel as the need arises.