



## **HARRISBURG TOWNSHIP PARK DISTRICT BACKGROUND INVESTIGATION POLICY**

It is hereby found and determined that the use of criminal background investigations, in accordance with the Illinois Uniform Conviction Information Act, and State Statute (70-ILCS 1205/8-23) will assist in providing a safe environment for children, volunteers and participants of the programs sponsored by the Harrisburg Township Park District and Affiliate Associations which utilizes Harrisburg Township Park District parks and facilities. Accordingly, the Harrisburg Township Park District shall conduct criminal background investigations, pursuant to this policy, as a condition of employment with the Harrisburg Township Park District and as a condition of the use of district facilities by Affiliate Associations.

### **I. DEFINITIONS**

The following words shall have the following meanings when used in this Policy.

“Board” means the Board of Commissioners of the District.

“District” means HARRISBURG TOWNSHIP PARK DISTRICT.

“Person” means any individual in the employ of the District.

“Policy” means this Background Investigation Policy.

### **II. RULES & PROCEDURES**

1. The District shall not knowingly employ a person for whom a criminal background investigation has not been initiated. The Park District may, in its sole discretion, defer the commencement date of an applicant’s employment after the initiation of the background investigation and until the Park District has received and is satisfied with the results of the investigation.
2. Background investigations shall be required for the following positions for all applicants:
  - a. All Full-time, Part-time, and Seasonal District employees.
  - b. All recognized or sanctioned volunteers that lead, coach, or organize children activities.
3. The District may also require criminal background investigations for any volunteers, or classes of volunteers, as a condition of the Park District’s acceptance of their volunteer services to or on behalf of the District.
4. Any person applying to any of the above positions must complete and sign a copy of the Disclosure and Authorization – Background Investigation Form.

5. Criminal background investigations will be performed prior to the applicant beginning their duties. Criminal background investigations may also be required periodically during a person's continuing employment with the Park District or provision of volunteer services to or on behalf of the Park District. Subsequent background investigations will be performed at least once every three years, or whenever the District has reason to suspect a conviction has not been reported to the District.
6. The results of the criminal background investigations will be kept strictly confidential. The District has designated its Executive Director as the person who shall receive any information concerning the record of convictions of the applicant. Any information concerning the record of convictions obtained by the Executive Director shall be confidential and may only be transmitted to those persons who are necessary to the decision on whether to employ the applicant. The reports shall be kept in a locked, secure location, for a period of 3 years or until the person is no longer employed or a volunteer, whichever is later.
7. A copy of each criminal conviction report received shall be provided to the applicant. The applicant shall have seven (7) days after his receipt of a record of convictions within which to notify the District if the record is inaccurate or incomplete in any respect.
8. If a background investigation discloses a criminal conviction, the District Executive Director shall review state statute (70 ILCS 1205/8-23) to determine if the criminal conviction disqualifies them from employment or serving as a volunteer for the Park District.


### III. AMENDMENTS

This Policy may be amended by the District at any time. If the Policy is amended, the District shall file a written copy of the Policy, as amended, with the Board and shall also advise all District employees of the existence of the amended Policy. A copy of the amended Policy will be made available to District employees and the public as set forth in the preceding section above.

### IV. EFFECTIVE DATE

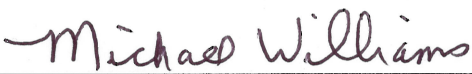
This Policy becomes effective SEPTEMBER 20, 2019.

  
Richard Rumsey, President

  
Doug Emery, Vice President

ATTEST:

9-20-19  
Date Signed

  
Michael Williams, Secretary / Treasurer