

**Background Check Tired Policy
Kaysville City
Parks and Recreation**



Staff targeted: Volunteer; full time; *year round and seasonal part time; in-house and outsource instructor; contract employee; *contract vendor.

* Only if in a setting where unsupervised contact is highly possible. Exempt sample would be grounds maintenance, employees under 18, employees not involved with public, community event vendors.

Tier 1 –

- Volunteers occasionally and is in a highly public setting with little or no contact with youth and who are under constant supervision by KPR staff or tier 3 volunteers.
- Year round, seasonal part time and contract vendors who have little or no contact with youth and who are under constant supervision by KPR staff or tier 3 volunteers.
- Assistant coach who is in the presence of a tier 3 volunteer (football not included in this description)

If you plan to work or volunteer as Tier 1 you are not required to complete a background application unless specifically requested by a Kaysville City representative.

Tier 2 –

- Contract employees who are affiliated with an organization who requires background checks.

If you plan to work as Tier 2 you are not required to complete a background application as long as the contract organization background requirements are approved by a Kaysville City representative.

Tier 3 –

- Full time KPR staff
- Year round and seasonal staff ages 18 and over who have unsupervised contact with youth on site or off site while working for Kaysville Parks and Recreation.
- In-house and outsourced instructors of both on site and off site programs. *Exemptions of this may be a ski/snowboard instructor of an off site program where personal one on one contact is highly unlikely.*
- Contract employee such as officials (who does not meet Tier 2 qualifications) for on site programs only. If KPR participants play at off site locations meaning other cities or facilities the Kaysville City background policies do not apply.
- Head coaches.
- Assistant coaches (football only)
- Program or event volunteers with unsupervised contact with youth on site or off site while volunteering for Kaysville City.
- Contract vendors with possible unsupervised contact with youth on site or off site while working for Kaysville Parks and Recreation.

All Tier 3 staff volunteer or otherwise must complete a background application.

Definitions:

KPR – Kaysville Parks and Recreation

Kaysville City Representative – Background check committee

On Site – Kaysville City or Davis School District facility