Referring Facility _____

Employee Initials _____

(Circle One) CSW--VOL

CITY OF CLEARWATER/PARKS AND RECREATION DEPARTMENT REQUESTS A LOCAL LAW ENFORCEMENT CHECK FOR EMPLOYMENT/VOLUNTEERS/CONTRACTORS

To: **Clearwater Police Department – Pinellas County Sheriff's Office**

Pursuant to Section 409.175 and Chapter 435, Florida Statutes, the City of Clearwater Parks & Recreation Department requests a local records check on the applicant listed below:

_____ _____ _____

Last Name First Name Middle Name

Other names applicant has used (include maiden names/nicknames):

_____

Drivers License or ID #_____ State_____ Expiration_____

_____/_____/_____ _____ - _____ - _____ _____

Date of Birth Social Security Number Sex

Race (Circle One)
White Black
Hispanic Asian
American-Indian
Unknown Other

I understand this is a request for my arrest history, and give my permission for it to be released to Clearwater Parks & Recreation Dept. for employment/volunteer or contractual purposes.

_____ _____

Signature of Applicant Date

_____ _____

Parent/Guardian (if minor) Date

Please document the findings on this sheet and return the information to:

City of Clearwater
Parks & Recreation Department
c/o Angela Aldrich
P. O. Box 4748
Clearwater, FL 33758-4748

_____

Appointing Authority
City of Clearwater

To: **Local Law Enforcement Agencies:**
Please forward the results to Angela Aldrich, Staff Assistant @ Parks & Recreation:

- Clearwater Police Department via inter-office mail. (Volunteers and Community Service Workers)
- Pinellas County Sheriff's Office using the self addressed stamped envelope supplied.

If there are any questions, please contact Angela Aldrich at (727) 562-4832. **Thank You.**

According to Chapter 435.09, Confidentiality of personnel background check information, " No criminal, juvenile, or abuse hotline information obtained under this section may be used for any purpose other than determining whether persons meet the minimum standards for employment or other services for an owner or director of a covered service provider. The criminal records and juvenile records obtained by the department or by an employer are exempt from 119.07(1), Public Records."

S:\Parks\Forms 1800-0316b Local Law Check Revised 03/09/01. Upon completion, original to be retained as an official record by Human Resources in the personnel file of the employee. Volunteers/Contractors will be retained in their personnel files in Parks and Rec. Administration. According to the State of Florida and the City of Clearwater Records Management Program.