



## Volunteer / Part-time Position Background Check Guidelines

### PURPOSE

The Town of Brandon recognizes the importance of providing quality service to the community by offering a wide variety of facilities and programs. Volunteers are integral to the provision of safe, fun and enjoyable activities for the community. Due to the high level of direct public contact with program participants, the Recreation Department will complete mandatory background checks on volunteers and part-time applicants.

### GUIDELINES ON DISQUALIFIERS

A disqualifying offense shall include instances when an applicant has been found guilty, entered a plea of guilty or no contest, regardless of the adjudication. Any person convicted of a felony, sex offense, drug distribution, child abuse or any violent crime shall be prohibited from participation as a volunteer coach in leagues or programs sponsored by the of Town of Brandon Recreation Department. **Only unusual circumstances involving an offense with an extenuating situation may be reviewed for consideration as a volunteer by the Town Manager.** Any person convicted of a misdemeanor, illegal use of drugs or alcohol related crimes may be considered for volunteer participation after additional screening is completed.

For the purpose of this policy, violent crimes are defined as homicide, rape, sexual assault, assault and battery, and robbery.

### WHO MUST HAVE A BACKGROUND CHECK

1. All volunteers, 18 years and older, in Recreation Department programs and leagues must have a background check.
2. All background checks must be completed before any person is offered an ongoing position as a volunteer in our organization.
3. Short-term volunteers for special events are excluded from background checks. Short term shall mean (3) days or less of volunteer service.

### HOW BACKGROUND CHECKS ARE PROCESSED

1. A background check will be completed on all new volunteers through a screening system upon selection and may be checked annually if volunteer service is terminated during the year. Returning volunteers will be checked periodically.
2. The volunteer will be required to complete and sign an authorization / release for the procurement of an investigative report form.
3. The signed authorization and release form is submitted to the Recreation Director or given to a Departmental representative.



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4. The Director of the Recreation Department and/or the Town Manager are the only people who conduct the background check through the Vermont Criminal Information Center (VCIC) maintained by the Vermont State Police and will be the sole reviewer of the history.
5. If deemed necessary, a meeting will be held between the volunteer and the necessary representatives of the Town of Brandon to decide on a course of action.
6. The of Town of Brandon reserves the right to prohibit a volunteer from serving based upon the results of the background check.
7. A copy of this policy shall be included with each volunteer application.

**BACKGROUND CHECK AFTER BECOMING A VOLUNTEER or P/T EMPLOYEE...**

A volunteer or P/T employee shall report any criminal conviction to the Recreation Director during the period of time the person is volunteering / employed for the Town of Brandon Recreation Department. The Town Manager shall determine what additional background check is necessary and if the criminal conviction disqualifies the volunteer/employee from further service to the Town of Brandon Recreation Department.

Applicant: \_\_\_\_\_ Date: \_\_\_\_\_

Applicant Address: \_\_\_\_\_

VT DL#: \_\_\_\_\_ DOB: \_\_\_\_\_

Cell Phone #: \_\_\_\_\_

Approved: \_\_\_\_\_ Date: \_\_\_\_\_  
Director of Recreation

Approved: \_\_\_\_\_ Date: \_\_\_\_\_  
Town Manager

**Approved June 9, 2014**