



Town of Rutland, Vermont Recreation Department Background Check Policy Adopted 8-12-2025

PURPOSE

The Town of Rutland recognizes the importance of providing quality service to the community by offering a wide variety of facilities and programs. Volunteers coaches and adult employees 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 coaches and adult employees.

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 in leagues or programs sponsored by the of Town of Rutland Recreation Department. **Only unusual circumstances involving an offense with an extenuating situation may be reviewed for consideration by the Recreation Director.** Any person convicted of a misdemeanor; illegal use of drugs or alcohol related crimes may be considered for 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 volunteer coaches / adult employees, 18 years and older, in Recreation Department programs and leagues must have a background check.
2. The offer of a position with the Town will be contingent upon satisfactory results of a background check.

HOW BACKGROUND CHECKS ARE PROCESSED

1. A background check will be completed on all new volunteer coaches / adult employees, **(This includes being fingerprinted)**, through a screening system upon acceptance of a conditional offer and may be checked annually if service is

terminated during the year. Returning volunteer coaches / adult employees will be checked periodically.

2. The volunteer coaches / adult employees 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 their designee.
4. The Recreation Director is the only person who will conduct the background check through the Vermont Criminal Information Center (VCIC) and will be the sole reviewer of the history.
5. If deemed necessary, a meeting will be held between the volunteer coaches / adult employees and the necessary representatives of the Town of Rutland to decide on a course of action.
6. The Town of Rutland reserves the right to prohibit service based upon the results of the background check.
7. A copy of this policy shall be included with each volunteer application.

CONVICTION SUBSEQUENT TO CHECK

Any criminal conviction must be reported to the Recreation Director during the period of time the person is working for the Town of Rutland Recreation Department. The Rutland Town Recreation Department shall determine what additional background check is necessary and if the criminal conviction disqualifies the person from further service to the Town of Rutland Recreation Department.

ADOPTION

The foregoing policy is hereby adopted by the Selectboard and the Treasurer of the Town of Rutland Vermont, this 12th day of August 2025 and is effective as of this date until amended, modified, or repealed by a subsequent Board.

Selectboard Members

Mary Ashcroft, Chair

Joseph Denardo, Clerk

Sharon Russell

Kurt Hathaway

Matt Getty