



GEORGIA VERMONT

Town of Georgia Personnel Policy

Addendum 2 – Background Check Policy

Effective Date: _____

Addendum: Background Checks for Personnel Working with Vulnerable Populations

In accordance with Vermont State Statutes, including 33 V.S.A. § 4919 (Child Protection Registry), 33 V.S.A. § 6911 (Adult Abuse Registry), and 20 V.S.A. § 2056c (Criminal Records Access), the Town of Georgia hereby adopts this addendum to its Personnel Policy. This section establishes background check requirements for personnel who work with or have access to vulnerable populations, including minors and adults in care.

Background Checks for Library and Parks & Recreation Personnel

1. Purpose

To ensure the safety and protection of children and vulnerable adults participating in Town of Georgia programs, services, and facilities, this section mandates pre-employment and periodic (every 5 years) background checks for employees, contractors, and volunteers serving in the Library and Parks & Recreation Departments.

2. Applicability

This policy applies to all personnel, including but not limited to:

- Full-time and part-time staff of the Georgia Public Library and Georgia Parks & Recreation Department.
- Seasonal or temporary employees.
- Program instructors, coaches, camp counselors, and volunteers who may have unsupervised access to minors or vulnerable adults.

3. Required Screenings

All applicable personnel must undergo the following background checks (as applies):

- **Criminal History Record Check** through the Vermont Crime Information Center (VCIC) pursuant to 20 V.S.A. § 2056c;
- **Fingerprint-based FBI Record Check**, if required by statute or based on risk level;

- **Vermont Child Protection Registry Check** per 33 V.S.A. § 4919, for those working with children.
- **Adult Abuse Registry Check** per 33 V.S.A. § 6911, for those working with adults in care.
- **Sex Offender Registry Check**, as a standard part of criminal background screening.

4. Consent and Confidentiality

Individuals must sign written consent forms prior to any background screening. All information obtained through background checks will remain confidential and used solely for evaluating suitability for the position.

5. Disqualification Criteria

Any applicant or employee found to have a record of abuse, exploitation, or other disqualifying offenses may be ineligible for employment or service in roles involving vulnerable populations, subject to review by the Town Administrator and consistent with Vermont law.

6. Timing and Renewal

- Background checks must be completed **prior to hire or volunteer start date**.
- **Periodic re-checks** (every 5 years) may be conducted for continued service, particularly in long-term or recurring roles.

7. Compliance and Recordkeeping

The Town of Georgia will maintain background check documentation in accordance with state and federal law and applicable retention policies. The Town will ensure compliance with all legal requirements and update procedures as laws or standards change.

Approved by:

Kristina Senna-Chair

Date: _____

Brian Dunsmore Vice Chair

Date: _____

Kellie Bosenberg-Member

Date: _____

Paul Jansen-Member

Date: _____

Carl Rosenquiest-Member

Date: _____

Adoption History

1. Agenda item at regular Town of Georgia Selectboard meeting held on _____,
2025.

2. Read and approved at regular/special Town of Georgia Selectboard meeting
on _____, 2025 and entered in the minutes of that meeting which were
approved on _____



GEORGIA

VERMONT

Town of Georgia Employee Notice

Background Check Policy

Effective [Insert Effective Date], the Town of Georgia has adopted an Addendum to the Personnel Policy requiring background checks for certain positions.

What This Means

In accordance with Vermont State Statutes, including 33 V.S.A. § 4919 (Child Protection Registry), 33 V.S.A. § 6911 (Adult Abuse Registry), and 20 V.S.A. § 2056c (Criminal Records Access), background checks are now required for all employees, contractors, and volunteers whose roles involve direct services or unsupervised access to:

- Children (including youth programs, camps, library activities, and recreation programs)
- Vulnerable adults (including senior or disability programs)

What Will Be Checked

- Vermont Criminal History Record (VCIC)
- Fingerprint-based FBI Record Check (if applicable)
- Vermont Child Protection Registry
- Adult Abuse Registry (if applicable)
- Sex Offender Registry

Employee Responsibility

- Employees in covered positions must provide written consent to undergo required checks.

- Refusal to consent or failure to pass required screenings may disqualify individuals from certain roles or assignments.

Confidentiality

All background check information will remain confidential and will only be used for employment eligibility and compliance with state law.

Questions

If you have any questions about this policy, please contact the Town Administrator's Office.

Acknowledgment of Receipt

I acknowledge that I have received and reviewed the Town of Georgia's Background Check Policy Notice.

Employee Name: _____

Signature: _____ Date: _____