

## Town of Georgia

### Addendum to Personnel Policy

Effective Date: [Insert 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.

#### *Section X: 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 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:

- - 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 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.

Adopted by the Georgia Selectboard on [Insert Date]

Signed:

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[Chairperson Name], Selectboard Chair

Add ALL board member

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~~[Administrator Name], Town Administrator~~

Add Adoption info - per our normal process.