



Town of Pittsford, Vermont

Recreation Department Background Check Policy

Purpose:

The Town of Pittsford recognizes the importance of providing quality service to the community by offering a wide variety of facilities and programs. Volunteer 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 volunteer 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 Town of Pittsford 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, including 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 Pittsford to decide on a course of action.
6. The Town of Pittsford 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.

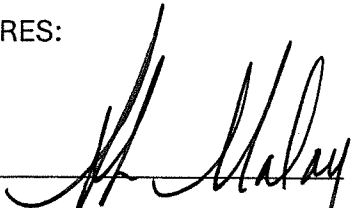
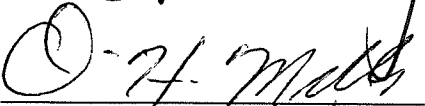

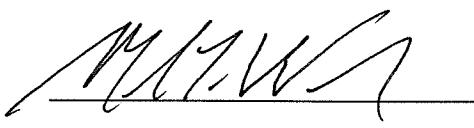
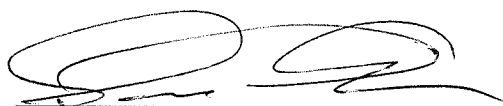
Conviction Subsequent to Check:

Any criminal conviction must be reported to the Recreation Director during the period of time the person is working for the Town of Pittsford Recreation Department. The Town of Pittsford 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 Pittsford Recreation Department.

Adoption:

The foregoing policy is hereby adopted by the Selectboard of the Town of Pittsford this 17 day of December, 2025 and is effective as of this date until amended, modified, or repealed by a subsequent Selectboard.

SIGNATURES:

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Adoption History

1. Agenda item at regular Selectboard meeting held on _____.
2. Read and approved at regular Selectboard meeting on _____ and entered in the minutes of that meeting which were approved on _____.
3. Posted in public places on _____.
4. Notice of adoption published in the _____ newspaper on _____ with a notice of the right to petition.
5. Other actions