



Wolfeboro Parks and Recreation

Staff and Volunteer Background Check Policy

Wolfeboro Parks and Recreation policy meets and exceeds those guidelines set forth by NH RSA 485-A24 and NH Code of Administrative Rules Env-Wq 909.04.

What is a Background Check?

The term 'background check' used in this document means the following:

1. A NH State Criminal Background check conducted by the NH State Police, *and*
2. A national FBI database search.

Who Receives Background Checks?

All staff working for the Department of Parks and Recreation receive a background check to ensure the safety of participants and other staff.

Staff Supervising Youth—once a year

Full time, part time, and seasonal staff 18 years and over who directly supervise youth will undergo a background check at the time of initial hire and once every year thereafter.

All full time, part time, and seasonal staff 17 years and younger who directly supervise youth will provide a minimum of 2 reference forms from adult non-relatives (i.e., teachers, school officials, coaches or employers), attesting to their knowledge of the minor's character as it relates to working with and supervising youth, at the time of hire and once every year thereafter.

Pertains to (but not limited to) the following positions: Day Camp Counselors, Teen Trip Leaders, Sailing Instructors, Tennis Instructors, Swim Instructors, Lifeguards, Ski and Skating Instructors, etc...

Administrative, Maintenance and Support Staff—once every two years

All full time, part time, and seasonal staff 18 years and over in administrative or support roles will undergo a background check at the time of initial hire and once every two years thereafter.

All full time, part time, and seasonal staff 17 years and younger in administrative or support roles will provide a minimum of 2 reference forms from adult non-relatives (i.e., teachers, school officials, coaches or employers), attesting to their knowledge of the minor's character as it relates to working with and supervising youth, at the time of hire and once every two years thereafter.

Pertains to (but not limited to) the following positions: Administration, Park and Cemetery Maintenance, Snowmaking/Grooming, Rink Operations Staff, Ski Area Operations Staff, Ski Patrol, Lodge Manager, etc...

Coaches—once a year

All Head Coaches who directly supervise youth will undergo a background check at the time of initial hire and once every year thereafter. Volunteers and Chaperones must be officially designated by the Town for the purposes of complying with RSA 507:17, the volunteer immunity law.

Volunteers—no background check, supervised by staff

Program volunteers of all ages (with the exception of Head Coaches) will not receive background checks, and will only serve in a role where a Staff Member or Head Coach is always present. Program volunteers will never be placed as the sole supervisor of children. Volunteers must be officially designated by the Town for the purposes of complying with RSA 507:17, the volunteer immunity law.

Pertains to (but not limited to) the following positions: Assistant Coaches, Office Helpers, Counselors in Training, Abenaki Lodge Volunteers, School to Work participants, etc...

Independent Recreation Providers—once a year

Independent Recreation Providers are defined as private organizations or companies (for-profit or non-profit) that offer recreational services through a formal written agreement with Wolfeboro Parks and Recreation.

If an Independent Recreation Provider is listed with the NH Department of Environmental Services as a certified camp or organization that has undergone annual background checks for staff supervising youth, there is no further need for an additional background check.

If an Independent Recreation Provider is *not* listed with NH Department of Environmental Services as a certified camp or organization, all instructors or coaches who may be alone with youth must undergo a background check at the time of the start of contract and once every year thereafter.

Court-Ordered Volunteers--once

Occasionally individuals need to fulfill Community Service hours as part of their court-ordered restitution. Wolfeboro Parks and Recreation will accept these volunteers on the following conditions:

- The local Police Department or Law Enforcement agency referring the individual will advise as to whether this individual is fit for community service with the Department of Parks and Recreation.
- The volunteer has not been convicted of a violent or sexual crime.
- The volunteer will only perform maintenance and facility related tasks such as landscaping, painting, clerical tasks, etc....
- The volunteer will not supervise or assist with children's programs.

How are Background Checks Reviewed?

- The Director of Parks and Recreation reviews all background check results.
- The Town Manager has final authority for all staff and volunteer hiring.

Revised by Ethan Hipple, 5/12/15

- If there is no criminal history, the employee is cleared to work for the Department, pending final approval from the Director of Parks and Recreation and the Town Manager.
- If there is a history of criminal conviction(s), the Director of Parks and Recreation will review the records on a case-by-case basis, and reserves the right make a recommendation to the Town Manager to deny employment based on these records.
- If there are charges pending, the Department will review these on a case by case basis and reserves the right to make a recommendation to deny employment based on these charges, whether proven guilty or not.
- All background checks must be completed *and* reviewed before the employee may start work.
- In the rare instance of a late hire where a background check is not yet completed *and* reviewed by the time the program or position starts, the Director of Parks and Recreation may submit a written request for exemption to the Town Manager. In such cases, the following will apply:
 - The rare instances in which this would occur may include: college students who reside out of state and are not able to travel to NH to complete background check until program starts, last-minute hires required because of employee resignations, terminations or absences.
 - The exemption only applies to the *delay* of the review of the background check results. Staff member must still provide proof that they submitted to background check and fingerprinting before they start work. No exceptions.
 - If granted an exemption to start work without background check review, the staff member involved will only be able to work under the direct supervision of a staff member who *has* completed a background check.
 - The staff member will not supervise children alone until background check has been completed and reviewed.