



Volunteer / Employment Position Background Check Guidelines

PURPOSE

Old Town Recreation Center recognizes the importance of providing quality service to the community by offering a wide variety of facilities and programs. Volunteers 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 OTREC will complete mandatory background checks on volunteers and employees.

GUIDELINES ON DISQUALIFIERS

A disqualifying offense (at Program Director and/or Board of Directors discretion) 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 as a volunteer coach in leagues or programs sponsored by the Old Town Recreation Center. Only unusual circumstances involving an offense with an extenuating situation may be reviewed for consideration as a volunteer by the Program Director, OTREC Board of Directors, or their designees. Any person convicted of a misdemeanor, illegal use of drugs or alcohol related crimes may be considered for volunteer 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 volunteers, 18 years and older, in OTREC programs and leagues must have a background check.
2. All background checks must be completed before any person is offered an ongoing position as a volunteer in our organization.
3. Short-term volunteers for special events are excluded from background checks. Short term shall mean (3) days or less of volunteer service.

HOW BACKGROUND CHECKS ARE PROCESSED

1. A background check will be completed on all new volunteers through a screening system upon selection and may be checked annually if volunteer service is terminated during the year. Returning volunteers will be checked periodically.
2. The volunteer 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 OTREC Program Director.

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Website: <http://oldtownrec.com/>

Facebook: <https://www.facebook.com/OldTownRecreation/>



4. The Program Director is the only person who conducts the background check and will be the sole reviewer of the history with the exception of the OTREC Board of Directors, and their designee.
5. If a background report comes back with a criminal conviction, the OTREC will call and discuss the information with the prospective volunteer.
6. If deemed necessary, a meeting will be held between the volunteer, Program Director, and the necessary OTREC Board of Directors to decide on a course of action.
7. OTREC reserves the right to prohibit a volunteer from serving based upon the results of the background check.
8. A copy of this policy shall be included with each volunteer application.

BACKGROUND CHECK AFTER BECOMING A VOLUNTEER or EMPLOYEE:

A volunteer or employee shall report any criminal conviction to the Program Director during the period of time the person is volunteering / employed for the OTREC. The Program Director, or his designee, shall determine what additional background check is necessary and if the criminal conviction disqualifies the volunteer/employee from further service to the OTREC.

Applicant: _____ Date: _____

Approved: _____ Date: _____