



TOWN OF NEW IPSWICH

661 Turnpike Rd, New Ipswich, NH 03071

Board of Selectmen



BACKGROUND CHECK POLICY

Policy Number: 2024-01

Effective Date: March 5, 2024

All prospective employees of the Town are required to have a background check as a condition of their employment or volunteer service. Background checks will be performed for all volunteers dealing with cash/finances, children or the elderly. This background check will include, but not be limited to, criminal history, employment history and driving record (if required). Individuals must provide written consent before the check is conducted. The consent form shall clearly state the types of checks to be performed and the information needed for verification. Exceptions may be made by the Board of Selectmen on a case-by-case basis. Documentation will be recorded for any exceptions.

Upon receiving the results of the background check, the Town Administrator will review the findings to determine the applicant's suitability for the position. If there are any questions or concerns regarding the results, the Town Administrator will schedule a meeting with the Board of Selectmen to discuss the matter in a non-public session. All background checks will be kept in a secure and confidential manner.

Following the review, a decision will be made regarding the applicant's suitability for employment or volunteer service. Factors considered in this decision may include the nature and severity of any findings, the relevance of the findings to the position applied for and any circumstances presented by the applicant. Direct Department Heads will be made aware of a pass or fail status of the background check.

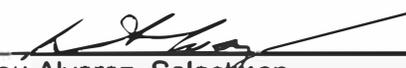
The Town Administrator will maintain a comprehensive log of all background checks conducted, including the results of each check and any subsequent decisions made regarding employment or volunteer services. This log will be updated regularly and kept confidential, accessible only to authorized personnel involved in the hiring process.

This policy may be amended or revised as necessary by the Board of Selectmen to ensure its compliance with applicable laws and regulations.

Adopted on 3/5/2024


Shawn Talbot, Selectboard Chair


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