

Mr. Sheldon,

- 1) There are no public record documents responsive to your request.
- 2) There are no public record documents responsive to your request.

While you've not asked this specific question, I'm getting the sense that you are interested in knowing what the town's process is for screening potential employees. If that is of interest to you I can tell you that since at least 2004, in the town's Personnel Policies and Procedures Manual, as adopted and executed by all elected boards and commissions, the process for recruitment can be found codified in Article 6-Recruitment and Selection. In this policy there is a sub-section entitled References. This sub-section reads as follows:

“The candidate's former employers, supervisors, and other references may be contacted as a part of the selection process. References and other background investigations shall be documented and made a part of the applicant's file. All reference checks and investigations shall be completed prior to the offer of employment.”

While there are no requirements to conduct “background checks”, as you inquire about, I can additionally offer the following. During the timeframe of your request there was one contract executed that had as one of its deliverables the provision of a background check. The town did not ultimately use that service. Specifically, the Town contracted with Badgequest for the recruitment of a new police chief in the fall of 2015. The town chose to utilize the services of the interim police chief, Rock Barrieau, to perform the background check for that process. If you would like a copy of that document I would be happy to provide it.

Additionally, I am aware that an additional level of effort, above that which is required in the town policy, is made in certain circumstances. For instance, I believe that Chief Eaton would be able to confirm for you that a more in depth background check is performed as a part of his process in recommending candidates for sworn police personnel.

Additionally again, while not required by the town's policy, in each of the recruitment/selections that I have been involved in since December of 2015 I have not only met the requirements of the town policy but have gone beyond its requirements and had Criminal Offender Record Information (CORI) checks performed. No person would be offered employment without a clean CORI.

For what it is worth, my Executive Assistant has been approved and certified by the Commonwealth to perform such CORI checks on behalf of the town.

Best Regards,

Jim

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