
TOWN OF MILFORD BOARD OF SELECTMEN POLICY NO. 2006-02

TO : ALL DEPARTMENT HEADS, BOARDS, COMMISSIONS, COMMITTEES

FROM: GUY SCAIFE, TOWN ADMINISTRATOR

SUBJ : POLICY ON HIRING PROCESS/CRIMINAL RECORD CHECK

DATE: OCTOBER 9, 2006 (REVISED 02/26/24)

At a meeting of the Milford Board of Selectmen held on Monday, August 14, 2006, the Board of Selectmen voted to adopt the following Policy regarding Hiring Process/Criminal Record Check:

Purpose:

It is the intent of this Policy to establish a written guideline in order to ensure that all potential employees/volunteers meet or exceed the hiring standards of the Town of Milford.

Policy:

The Town of Milford shall maintain a standardized hiring policy inclusive of conducting or requiring criminal record checks on potential employees/volunteers in certain job categories. In order to maintain a professional work force within the Town of Milford, the following procedures shall be used by Department Heads during the hiring process:

- 1) Following a conditional offer of employment being tendered, potential employees/volunteers in the following work force categories shall be required to undergo criminal records checks:
 - a) Employees/volunteers working directly in contact with children (e.g., Recreation Department personnel).
 - b) Employees/volunteers working around children (e.g., Library personnel)
 - c) Employees/volunteers working with/handling money (e.g., Town Clerk's Office; Tax Collector's Office, Finance Department, etc.)
 - d) Employees/volunteers having to enter residences (e.g., Building Inspector's Office; Assessor's Office, Welfare Office; etc.)
 - e) Employees/volunteers working with sensitive/potentially hazardous equipment/chemicals (e.g., WWTF personnel)
 - f) Employees/volunteers for the Police Department, the Fire Department and the Ambulance Service.

- 2) Following acceptance of the conditional offer of employment being tendered, the applicant will be required to complete an FBI Identification Record Request and a State of NH Criminal Record Release Authorization Form authorizing the release of this information to the Human Resources Director. Fees to cover the costs of these record checks will be paid

out of the Human Resources budget for employees. Fees to cover costs of record checks for Volunteers will be paid by the appropriate department/office.

- 3) If the results of the criminal records check are negative, the Human Resources Director shall inform the Department Head that he/she may proceed with the hiring process. The negative criminal record check shall be destroyed immediately as required by law.
- 4) If the criminal records check reveals any court records, the Human Resources Director shall inform the Department Head who shall review same as follows:
 - a) The Department Head shall make a determination as to whether the applicant is suitable for the position applied for.
 - b) The Department Head may solicit the opinion of the Chief of Police or designee relative to the criminal record check document.
 - c) The Department Head shall be responsible for making the final decision as to the suitability of the candidate – taking the totality of the circumstances into consideration.
 - d) Regardless of the decision of the Department Head as to whether or not to hire the candidate, the criminal record check will be destroyed within thirty (30) days as required by law.
- 5) Failure to comply with the foregoing process will result in the termination of the application process.

EFFECTIVE: OCTOBER 9, 2026

Revised on 02/26/24

Approved on _____

Chairman

Vice Chairman

Selectman

Selectman

Selectman

Selectman