

TOWN OF ALLENTOWN

SELECTMEN'S POLICY

APPOINTMENT OF COMMISSIONERS, COMMITTEE MEMBERS AND BOARD MEMBERS

POLICY # 2006-001

Adopted Date: October 2, 2006

Revision:

Revised Date:

Purpose

To establish procedures and guidelines to assist the Board of Selectmen, other boards, Commissions and committees in the appointment of members.

Definitions

Appointees: Those persons who are appointed by the Board of Selectmen or other Boards, committees or commissions.

Policy

- A. It shall be the policy of the Board of Selectmen that all persons who apply to be Appointed to any commission, committee or board where the Board of Selectmen Is the appointing authority shall complete an application and have a background Check completed prior to being appointed.
- B. Applications for appointment shall be returned to the Board of Selectmen. The Administrative Assistant shall conduct a criminal records check and motor vehicle records check with the Department of Safety. The results of these checks shall remain confidential to the extent permitted by law.
- C. The administrative Assistant may request additional information from the Allentown Police Department. The Allentown Police Department may release that information to the Administrative Assistant as long as such information is authorized by federal regulation 28 CFR part 23 and Allentown Police Department SOP #0037 *Intelligence information Policy*.
- D. The Allentown Police Department will not conduct investigations on prospective appointees. In addition any information provided to the Administrative Assistant

or Board of Selectmen should be supported by documentary or empirical evidence.

- E.** The cost of background checks will be paid for by the town.
- F.** Upon re-appointment to any position a new background check shall be completed if the last investigation was conducted more than 12 months prior to the new appointment.
- G.** The information revealed by the background check will be used in conjunction with other evidence and information and information provided t the board of Selectmen of a candidate's qualification, suitability, or fitness for a particular appointment. All appointments shall be made in the sole discretion of the Board of Selectmen.

Adopted this 2nd day of October 2006 by:

Sandra A. McKenney/Chairperson

Peter A. Viar/Selectmen

Carol M. Merrill