

Kennebec County, Maine

County Commissioner's Meeting Minutes December 16, 2025



Present:

Patsy Crockett, Commissioner Chair
Joe Pietroski, Commissioner
Tom Doore, Treasurer
Ken Mason, Sheriff
Chris Read, Chief Deputy

Chris Brawn, HR Director
Scott Adkins, Finance Director
Dan Brunelle, Facilities Director
Ronda Snyder, Register of Probate
Angela Molino, EMA Director
Shay Freeman, DA Office Administrator
Devon Parsons, IT Director

Bryan Slaney, Jail Administrator
Corey Goodchild, Asst. Jail Administrator
Matt Boucher, Register of Deeds
Scott Ferguson, County Administrator
Stephanie Schredder, Executive Assistant

Absent: George Jabar, Commissioner, Sue LaPointe, Deputy Register of Deeds, Brielle Balmer, Deputy Register of Probate, Meaghan Maloney, District Attorney, Cody Brown, Corrections Maintenance Supervisor, Frank Griffen, Deputy District Attorney, Spencer McKeown, Deputy EMA Director, Audrey Fredericks, Finance Manager

	Discussion	Action
Call to order	12:00pm	
Minutes	Patsy Crockett, Commissioner, made a motion to approve the minutes of November 18th, 2025, and Joe Pietroski, Commissioner, tabled the motion. Patsy Crockett, Commissioner Chair, made a motion to approve the minutes of November 19th, 2025, and Joe Pietroski, Commissioner, seconded the motion. Joe Pietroski, Commissioner, made a motion to approve the minutes of November 18th, 2025, and Patsy Crockett, commissioner Chair, seconded the motion.	Tabled Approved 2-0 Approved 2-0
Human Resources	Chris Brawn, HR (Human Resources) Director: ➤ Recruitment: • There are currently five vacancies in Kennebec County Correctional Facility (KCCF). ○ There are two correctional officers for the next class starting January 5th. ○ There are more applicants in different phases of the process. • There is one Deputy position vacant in the Sheriff's Office, and another pending. ○ The Sheriff's Office Administration Assistant resigned. • EMA (Emergency Management Agency) has had a couple false starts and is now recruiting for a Mitigation Planner position. ➤ There haven't been any changes to the Workforce Development numbers since November. ➤ The 12-week NACo (National Association of Counties) Leadership Course is wrapping up this week. ➤ NCEU (National Correctional Employees Union) negotiations are still happening. The department budget requests are needed before there be any salary discussions.	

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	➤ Human Resources is working through the COLA (Cost of Living Adjustment) grievance from LIUNA (Laborers International Union of America) with their attorney. We are hoping to resolve this issue in advance of the next meeting. ➤ There are several requested policy updates that are in process. They should be ready for Commission review in early 2026. ➤ Joe Pietroski, Commissioner, had questions regarding background checks. • Chris Brawn, HR Director, stated that before she had started as HR Director, Kennebec County did not do background checks for prospective employees that were not applying for positions with the Kennebec County Correctional Facility or Sheriff's Office. She created and implemented the process after she began to work with Kennebec County. • Chris Brawn, HR Director, put together a packet of information on when and how Human Resources does background checks (and contact references), who does them, and the documents and forms that are used. The laws that govern the timing were included in this packet as well. • There isn't any cost for the employee background checks aside from a certain portion pertaining to child protection, which is a minimal fee of \$15. ➤ There are several counties and municipalities with alternate hours around the holidays. The State of Maine is closed on the 26th. Chris Brawn, HR Director, asked the Commissioners if there any desire to consider any time off for employees in addition to the 25th? • Joe Pietroski, Commissioner, made a motion to close Kennebec County Offices on December 26th as a gift to employees and an extra day off to essential staff who must work on December 26th, and Patsy Crockett, Commissioner, seconded the motion.	Approved 2-0
Treasurer/ Finance	Tom Doore, Treasurer: (See attached Treasurer's report) Scott Adkins, Finance Director: ➤ Scott Adkins, Finance Director, provided a cash flow statement and projections to the Commission. ➤ (See attached Finance report)	
Sheriff/Corrections	Ken Mason, Sheriff: ➤ The Sheriff's Office is working with HR to fill vacant positions. ➤ Highway Safety Grants (3): • Joe Pietroski, Commissioner, made a motion to authorize the Commissioner Chair to sign the three highway safety grants, and Patsy Crockett, Commissioner Chair, seconded the motion. ➤ There is a new employee who started yesterday. ➤ Six boxes of toys for tots were donated, and Scott Adkins, Finance Director, filled a whole box.	Approved 2-0

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	Discussion	Action
	Chris Read, Chief Deputy: ➤ 14 Granite Hill Road in Manchester, Maine. • This residence was used for an illegal massage parlor. • Chris Read, Chief Deputy, asked the Commissioners if they have interest in pursuing the seized property as a forfeiture. • Joe Pietroski, Commissioner, made a motion that the Commissioners urge the Sheriff to pursue the 14 Granite Hill Road forfeiture, and Patsy Crockett, Commissioner, seconded the motion. Captain Bryan Slaney, Jail Administrator: ➤ The population inside the Kennebec County Correctional Facility is 138. • There are no boarders. ➤ Maine pretrial services contract: • Joe Pietroski, Commissioner, made a motion to authorize the Commissioner Chair to sign the Maine Pretrial Services contract, and Patsy Crockett, Commissioner, seconded the motion. ➤ Inmate benefit account: • \$25 will be added to inmate benefit funds for Christmas to total \$2,500. • This is a special trust account specifically for this purpose. ➤ Captain Bryan Slaney, Jail Administrator, stated that the gift of a free day on December 26th from the Commission can save money if they grant 8 hours of pay to Jail staff as opposed to giving an extra day off because of the necessity to backfill a shift when an employee takes that extra day and then the need to pay overtime for the coverage. • Patsy Crockett, Commissioner, made a motion to give 8 hours of holiday pay to essential employees in the Kennebec County Correctional Facility and the Kennebec County Sheriff's Office, and Joe Pietroski, Commissioner, seconded the motion.	Approved 2-0 Approved 2-0 Approved 2-0
District Attorney	<u>District Attorney</u> Shay Freeman, DA Office Administrator: ➤ The DA office had an annual holiday party last week. Money was raised for children. ➤ There was a mock trial in courtroom 7. • The rest of the carpet in courtroom 7 is awaiting further installation by the Capital Judicial Center IT staff. • The Commissioners asked Dan Brunelle, Facilities Director, to bring the vendor that has been working on the ceremonial courtroom into a meeting so that they can thank him for completing the work that needed to be done in the courtroom. ➤ The DA office is closed January 6th for mandatory training. This will be posted on our doors.	

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	Discussion	Action
Probate	<u>Probate:</u> Ronda Snyder, Register of Probate: ➤ There are over 110 applications in 6 weeks, and of those, Ronda Snyder, Register of Probate, oversees 65% of them. ➤ There is an attorney filing fraudulent documents that will have a complaint filed against him. ➤ There is \$24,000 in revenue this month, which is up \$1,000 from last year. ➤ The department needs approximately \$25,000 a month to reach target. ➤ Scanning older documents was discussed. ➤ There are plans to save funding in the department. ➤ There is Court today and tomorrow. Tuesdays are emergency hearings. ➤ Ronda Snyder, Register of Probate, bought an emergency exit placard for the door next to the Probate offices. ➤ Joe Pietroski, Commissioner, stated a concern for the screen door next to the probate offices, and Dan Brunelle, Facilities Director, stated that he would address the matter.	
Information Technology	<u>Information Technology:</u> Devon Parsons, IT Director: ➤ Windows 11 upgrades are in progress. ➤ There was a boiler issue in the courthouse basement causing the need for power/network cables to be rerouted. • IT worked with Siemens to send notifications for the boiler to Dan Brunelle, Facilities Director. ➤ There was an internet outage throughout the state last week. ➤ IT renewed the .gov web domain. ➤ There will be a meeting with T-Mobile because they purchased US Cellular and we will be merging accounts soon.	
Registry of Deeds	<u>Register of Deeds:</u> Matt Boucher, Register of Deeds: ➤ Last month we did \$85,327.99 whereas the \$85,962, so we are up \$237. ➤ We received 10% of CITT tax. ➤ Plus, about \$34,880.83 for the year. ➤ The rate increase goes into effect on January 1st. ➤ There is discussion of legislation. ➤ Matt Boucher, Register of Deeds, will provide information on new tax rates. ➤ There was a question regarding reported revenues for the previous fiscal year, and Scott Adkins, Finance Director, stated the entries weren't available a few months ago but are being fixed now and that the June 2025 entries accrual has been adjusted and will be verified at the next Commission meeting.	

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	Discussion	Action
EMA	<u>Kennebec County Emergency Management Agency (KCEMA):</u> Angela Molino, EMA Director: ➤ Ongoing: Homeland Security Grant Program, LEPC, and EMPG administration. • Discussion with HSGP program manager, reuse of unspent funds, ongoing. • EMPG received payment of \$33,336 delivered to finance • HSGP23 received reimbursement of \$20,005.00 • HSGP22 received reimbursement of \$80,927.98 • HSGP21 received reimbursement of \$313.96 & \$3,983.53 ➤ HSGP Received Total of \$105,230 • HSGP24 reimbursement submission of \$40,542 • HSGP22 reimbursement submission of \$27,130 ➤ HSGP Submitted Total of \$67,672 • LEPC reimbursement of \$3,792.05 ➤ KCEMA Director attended the Gardiner/MSAD 11 Active Shooter/Mass Casualty TTX exercise. ➤ KCEMA Director met with Randolph Fire Chief/EMA Director to discuss THIRA SPR process, Resources and provided maps ➤ KCEMA Director met with Augusta Fire Chief to discuss THIRA SPR process and reviewed/discussed Wildfire Mitigation plan & data sources ➤ KC EMA met with Farmingdale Assistant Fire Chief to review completed mass casualty truck and inventory ➤ Coordinated the NWS Winter Weather workshop at the Hartford Station, Thursday 12/11 ➤ KC EMA discussed programs and grant opportunities with Winslow Town Manager, Mark Amaral. ➤ Coordinated the NWS Winter Weather workshop at the Hartford Station, today at 1200 ➤ Director presented to a 30 person panel at the Agency on Aging Conference and answered questions ➤ Director presented to the Brigadier General, ME Army & Air National Guard and ➤ DVEM, provided County assessment overview ➤ Contacted the utilities on behalf of Litchfield Fire, damaged poles. ➤ Ongoing: KCEMA drone/UAS policy- legal review ➤ Ongoing: HazMat plan draft-Received Commodity flow study and associated GIS data. ➤ Ongoing: All Hazards Assessment: HAZUS report is being compiled, still experiencing delays. THIRA/SPR compiling data and creating jurisdictional profiles, consequence analysis, and community sector impacts, reviewing the new guidance released in June and making adjustments to the process.	

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	Discussion	Action
	➤ Chris Brawn, HR Director, stated that it may cost money to post jobs from now on. IT may need to change during budget processes to add a line for departments to post jobs. Artificial Intelligence has created a problem and is making Kennebec County pay \$37 a day to have a job posting. • This needs to be considered in the budget process.	
Facilities	<u>Facilities Maintenance:</u> Dan Brunelle, Facilities Director: ➤ There are digital thermostats in the courthouse now that can be monitored remotely. Dan Brunelle, Facilities Director, will be getting a phone notification if the temperature drops below sixty degrees in the Courthouse. ➤ The boiler in the Courthouse has a cast iron center and is obsolete. • Finding parts for the boiler will be difficult. The technician from Siemens suggested that the county purchases a core before supplies are unavailable. Dan Brunelle, Facilities Director, asked the Siemens technician for a price on a core and is waiting for a response. • The entire boiler system will need to be replaced within the next few years. • Emergency heaters were purchased by the Facilities department to act as backup to keep the building from freezing if the boiler system fails, but you cannot have employees work in those conditions. • Dan Brunelle, Facilities Director, is working on a quote for a replacement system. ➤ There was a leak in the Hill House building last week. ➤ The garage is very busy with vehicles. ➤ Yesterday we took the door off the basement of Hill House and replaced it. ➤ An employee is retiring from the Facilities department. ➤ Scott Ferguson, County Administrator, stated that he would work with Dan Brunelle, Facilities Director, to get a list of maintenance projects that need to be completed around the County buildings.	
Administrator	<u>Scott Ferguson, County Administrator:</u> ➤ There was a Department Head meeting: • The FY25 audit was discussed. • There was information shared regarding the FY27 budget that will be distributed, and Department Heads were encouraged to contact Scott Ferguson, County Administrator, with any questions. • There was a question regarding Sheriff vesting and Human Resources addressed it. • Department Heads were informed that if there are any repairs required, they need to come to the County Administrator. ➤ LD719 was discussed at the Jail Professional Standards Council. ➤ Investment options will be explored with Kennebec Savings Bank.	

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	Discussion	Action
Old Business/ Follow Up Items	➤ Kennebec County Sheriff's Vehicle Policy: • In review by the County Attorney. ➤ Courtroom Seven: • This project is just about finished but the state IT department has asked for certain things not to be done so that they can finish their projects in the venue. ➤ Internal Control Policy: • Currently under review and will be sent to the auditor. ➤ 77 Winthrop Street (parking signage) • This will stay with Old Business until it is completed. • Signs haven't been completed.	
New Business	➤ Background checks: • See HR Report. ➤ Certificate of Vote and Authority: • Patsy Crockett, Commissioner Chair, made a motion to accept and sign the Certificate of Vote and Authority adding Scott Adkins, Finance Director, to the document, and Joe Pietroski, Commissioner, seconded the motion. ➤ Unity Fire Contract: • Patsy Crockett, Commissioner, made a motion to sign the Unity Fire Protection Contract, and Joe Pietroski, Commissioner, seconded the motion. ➤ Standard mileage rate: • Patsy Crockett, Commissioner Chair, made a motion to set the standard mileage rate be the same as the Federal mileage rate for transportation, and Joe Pietroski, Commissioner, seconded the motion. ➤ Tax abatement: • The Monmouth tax assessor and the owner of the property being appealed will be asked to appear at a commissioner meeting in January when Commissioner Jabar can be present for the appeal. • Scott Ferguson, County Administrator, stated that he would investigate statute regarding time extensions.	Approved 2-0 Approved 2-0 Approved 2-0
Public Comments	➤ Dan Brunelle, Facilities Director, requested that maintenance concerns be reported to the facilities staff.	
Adjournment	Patsy Crockett, Commissioner Chair, made a motion to go into executive session at 2:05pm to discuss personnel matters pursuant to 1 M.R.S.A. section 405 (6)(A), and, Joe Pietroski, Commissioner, seconded the motion. Unanimous. There was a declaration to end Executive Session at 3:04pm	Approved 2-0

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	Discussion	Action
	There was a motion by Patsy Crockett, Commissioner Chair , to adjourn the regular session at 3:05pm, and Joe Pietroski, Commissioner , seconded the motion.	Approved 2-0

Respectfully Submitted: Stephanie Schredder, Executive Assistant

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Treasurer Meeting Notes 12/16/2025

General Fund Cash \$1,883,968.00: All invested in the Insured Cash Sweep account with Kennebec Savings Bank

Investment Cash: \$14,250,000.00: All invested in the Intrafi Money Market account with Kennebec Savings Bank

Investment Cash: \$2,258,311.00: All invested in Kennebec Savings Bank Managed Investment Account. Balance increased \$6,389.00 as of 12/15/2025.

Warrants for signatures:	W#25	Payroll 12.05.25	\$ 292,288.00
	W#26	Payroll 12.12.25	\$ 683,708.00
	W#27	A/P Reg & ARPA	\$ 296,911.00
	W#24D	ACH-Reg & ARPA	\$ 460,388.00
	W#24B	ACH (MMEHT, MainePERS)	\$ 328,240.00
	W#26R11	Restitution	\$ 6,195.00
	W#26CR09	Civil Refund	\$ 42.00

ARPA Expenditures: Total \$413,766.00

G&E Roofing \$40,800.00

MaineGeneral Womens Residential Care \$10,829.00

MaineGeneral Harm Reduction \$21,486.00

United Rentals (Jail Roof) \$6,150.00

Volunteers of America \$334,500.00

ARPA Funds: Remaining & Committed: \$2,109,656.00 (as of 12.16.25)

Finance:

Credit Card fraud is happening. If you receive a call from Kennebec Savings Bank regarding your credit card transactions, please contact

Audrey in Finance

End of Year Process for W-2 and 1099's starting.

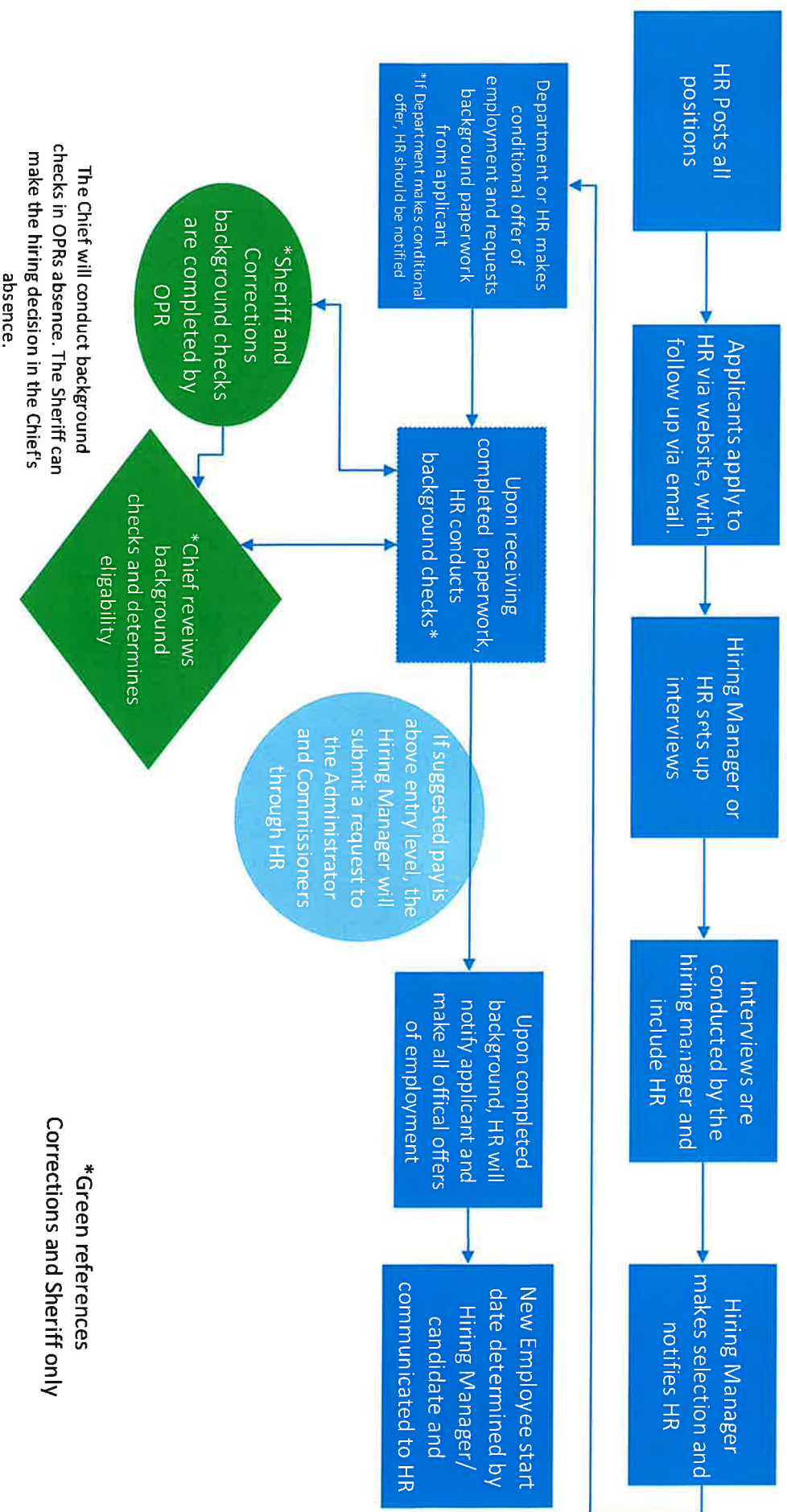
Kennebec County Commissioners
Statement of Cash Flow (GF Checking)
fy26 (July 25 - June 26) / As of 12.09.2025

Description	Debit (Inflow)	Credit (Outflow)	Monthly Balance
Beg Bal: July 1st, 2025			\$ 5,728,592.24
July 25 / Actuals	\$ 2,288,420.85	\$ 2,287,422.00	\$ 5,729,591.09
> \$1.9m / Municipal Tax Collections			
August 25 / Actuals	\$ 6,028,682.81	\$ 2,611,650.01	\$ 9,146,623.89
> \$4.96m / Municipal Tax Collections			
September 25 / Actuals	\$ 9,816,893.94	\$ 2,636,322.64	\$ 16,327,195.19
> \$9.4m / Municipal Tax Collections			
October 25 / Actuals	\$ 4,902,825.41	\$ 2,227,893.85	\$ 19,002,126.75
> \$4.5m / Municipal Tax Collections			
November 25 / Actuals	\$ 342,839.34	\$ 2,806,884.08	\$ 16,538,082.01
> \$2.1m / Average Monthly Expense per Budget Information			
December 25 / Projected	\$ 363,200.00	\$ 2,350,000.00	\$ 14,551,282.01
January 26 / Projected	\$ 1,078,250.00	\$ 2,800,000.00	\$ 12,829,532.01
February 26 / Projected	\$ 964,750.00	\$ 2,250,000.00	\$ 11,544,282.01
March 26 / Projected	\$ 426,192.50	\$ 2,075,000.00	\$ 9,895,474.51
April 26 / Projected	\$ 1,362,000.00	\$ 2,140,900.00	\$ 9,116,574.51
May 26 / Projected	\$ 1,021,500.00	\$ 2,750,000.00	\$ 7,388,074.51
June 26 / Projected	\$ 392,369.50	\$ 2,500,000.00	\$ 5,280,444.01

* Above "Projected" amounts are from Edmunds / Prior Year Data

Kennebec County

Hiring Workflow



*Green references
Corrections and Sheriff only

Kennebec County

Background Check Process



Below are the Human Resources Criminal Background/Reference procedures for all non-Law Enforcement or Corrections positions.

1. Department Head communicates with HR which candidate they've selected to fill an open position.
2. HR writes up the official "conditional" offer letter.
 - i. Wording included in offer letter (example letter attached): **"All of these terms are subject to criminal background and reference check."**
 - b. A Background Authorization form is sent with official offer letter to the candidate (copy of both forms attached).
 - i. All applicants who receive an official offer letter are required to complete the criminal background authorization form.
 - ii. Probate applicants are also required to have a DHHS background check.
3. HR puts in criminal, and if necessary, the DHHS background check requests.
 - a. Website to input requests:
<https://www.maine.gov/informe/subscribers/account-manager>
 - b. Informational page included – "State Background Information Page"
4. If any negative information is received, HR determines if the County should move forward with the hiring process based on a connection of the past crime to the current position being offered.
5. Human Resources, or the Department Head, contacts prior employers and personal references received by the candidate.
6. HR and the Department Head share what information was received from the references/former employers. Next steps are communicated with the candidate based on the information received.
7. Department Head and the candidate determine the start date and communicates this to HR.
8. HR reaches out to the candidate with first day information, onboarding forms, reference documents, and schedules an onboarding appointment.

Maine Employment Background Check Laws: A Complete Overview

When you conduct **Maine employment background checks**, you must comply with all applicable laws and regulations. Complying with the legal requirements that apply helps to avoid fines, penalties, and potential litigation.

Here is an overview of the relevant state and federal laws.

Federal Laws on Employment Background Checks

FCRA

The Federal Trade Commission enforces the [Fair Credit Reporting Act](#), which is a federal law that governs hiring practices and how background information can be used across the U.S. This law was enacted to protect the accuracy, fairness, and privacy of consumer information and controls how it is gathered, used, and shared by employers.

Employers are required to get applicants' authorizations before they complete pre-employment background checks. The FCRA also controls what employers must do if they decide against hiring applicants based on the information discovered through background checks.

EEOC

The [U.S. Equal Employment Opportunity Commission](#) enforces Title VII of the Civil Rights Act of 1964 and other federal anti-discrimination laws. Under these laws, you must individually assess criminal history information revealed on an applicant's background check report as it relates to the open position.

Maine State Laws on Employment Background Checks

Employers need to be aware of several laws in Maine when they conduct pre-employment background checks.

Substance Testing Law

Employers that want to conduct [pre-employment drug screens](#) must first develop and submit their drug testing policies to the Maine Department of Labor for approval to comply with the state's [Substance Use Testing Law](#) and notify employees and applicants that they intend to implement a program.

Medical Use of Marijuana Act

The Maine Medical Use of Marijuana Act also addresses how employers use pre-employment drug screens for hiring purposes. Under [22 MRSA § 2430-C\(3\)](#), employers may not refuse to employ applicants on the basis of the applicants' status as medical marijuana patients unless hiring the applicant would place the employer in violation of federal law or if the employer would lose federal funds or federal contracts.

In general, employers may conduct pre-employment drug screens, including for marijuana. The [Medical Marijuana Act](#) does not prohibit employers from testing for marijuana or refusing to permit its use in the workplace as long as the employer has gained approval from the Maine Department of Labor for its drug testing policy.

Because of the differences in how medical and recreational marijuana are treated under Maine's laws, it is a good idea for employers to speak to their legal counsel when drafting drug testing policies for applicants and employees.

Social Media Law

Maine also has a social media law for employers. Under [26 MRSA §616](#), employers are prohibited from doing the following things with applicants and employees regarding their social media accounts:

- Requiring, coercing, or requesting the disclosure of the applicants' and employees' passwords
- Requiring, coercing, or requesting applicants or employees access their social media accounts in the employer's presence
- Requiring or coercing applicants to disclose information about social media accounts
- Requiring applicants or employees to adjust their privacy settings to allow employers to view the accounts
- Penalizing, discharging, or failing to hire applicants or employees based on their refusal to give employers access to their social media accounts

Ban-the-Box Law

For state government employees not including schools and those required to be licensed under the previous sections, Maine has a ban-the-box law found at [1.5 MRSA § 792](#). This law prohibits state governmental employers from asking about criminal history information on their applications and during the early phases of the employment process.

Special Requirements

Maine employers who hire direct access workers, including in healthcare, childcare facilities, schools, and other licensed facilities are required to conduct comprehensive background checks, including criminal history searches, for applicants under [34-B MRSA §1225](#) and [22 MRSA §9054](#).

Welcome to the Maine Criminal History Record and Juvenile Crime Information Request Service

This online site provides you with electronic access to request criminal history record and juvenile crime information maintained by the Maine State Police, State Bureau of Identification. This records search will provide you with all the conviction and adjudication information for adult and juvenile crimes committed within the State of Maine that the Bureau of Identification currently has on record, as well as pending cases less than one year old. There is a difference regarding what information will be disseminated for an adult versus a juvenile. To learn more about what information will be provided, please read the [Frequently Asked Questions \(FAQ\)](#).

This request is based on a name and date of birth search. There are two types of responses possible:

- When no record is found for the name and date of birth provided you will receive the following response: "NO MATCH WAS FOUND FOR YOUR REQUEST."
- When a record is found for the name and date of birth provided, you will receive a record that contains conviction information and pending charges less than one year old. The record provided may belong to another individual with the same or essentially similar name and date of birth, as personal identifiers, name and date of birth, are used to conduct search.

Most search results will be returned via e-mail within two hours. If your search results are not returned within twelve hours, then your inquiry may be one that requires manual intervention. Search results for inquiries that require manual intervention may be delayed for up to 2 weeks.

It is possible that a spam filter on your email account may prevent you from receiving the email containing the link to your criminal history request once it has been processed. Please check your 'spam', 'junk', or 'bulk' mail folders and set up your account to receive mail from 'info@informe.org'. If you have not received your request within 3 weeks, please contact the State Bureau of Identification.

Search results are available for 30 days from the date of delivery.

What you will need:

- Subject's full name
- Subject's date of birth
- Credit card or subscription with InforME

IMPORTANT!

When a criminal history record and juvenile crime information record check is processed by the State Bureau of Identification using personal identifiers such as name and date of birth, it is possible that the record supplied belongs to another person with the same or essentially similar name and birth date. Assurance that the person named in the record and the person sought are one and the same requires verification through fingerprint comparison.

NOTICE: Title 15 MRSA § 310-A provides guidance to individuals that are interested in seeking a conviction sealed at the court level. Sealing the conviction will not be visible on the public criminal history.

Link for FAQ page: <https://apps1.web.maine.gov/online/pcr/faq.htm>



CHILD ABUSE REGISTRY BACKGROUND CHECK

Subscriber User Search Manager

Start a New Search

Enter Subjects Individually

Upload a file containing multiple subjects

For users uploading data, please format your data files as follows:

First Name, Middle Name/Initial, Last Name, Suffix, Data of Birth (MM/DD/YYYY), Previous Name 1, Previous Name 2, Previous Name 3, Address, Comments

Subject information should be separated by commas. Enter one subject per line. Please note you must enter a value for the previous name fields, if none exists enter n/a. Below are two examples of subject information formatted correctly:

Joe,Q,Public,Jr,11/2/1945,n/a,n/a,n/a,1 Public St Augusta Maine 04330

Jane,Q,Public,,2/28/1950,Doe,Person,Smith,1 Public St Apt 1 Augusta Maine 04330 Comment

Please note that you must use the 4-digit birth year

File: No file chosen

View Billing Reports

Search for billing reports by month and year

Report Start: Month Year

Report End: Month Year

Kennebec County



Offer of Employment

DATE

**CANDIDATE
ADDRESS**

Dear **NAME**,

On behalf of Kennebec County **DEPARTMENT**, we are pleased to make the following employment offer to you:

Position: **POSITION**

- Salary of \$55,000.00 per year
- Twelve (12) days of vacation time per year.
- Up to twelve (12) sick days per year (accrued at a rate of one (1) day for every full month of service).
- Thirteen (13) paid holidays off per year.
- Voluntary Income Protection (payment made through payroll deduction and is post tax).
- Insurances: Health insurance, dental insurance, vision, life insurance and STD coverage.
- Retirement Plan Options:
 - MainePERS – Maine Public Employees Retirement System membership; or
 - ICMA 401(a) – Defined Contribution Plan (with a 9.62% County match).

NAME, I am hopeful that you find these terms of **employment/promotion** acceptable. **All of these terms are subject to criminal background and reference check.** We are sincerely looking forward to working with you and having you join the Kennebec County team. If you have any questions or would like to speak with me directly, please call me at (207) 622-0971 or on my cell phone anytime at (207) 458-9277.

Sincerely,

KelLee Gray
Human Resources Administrator

Kennebec County

Background Check Authorization



VOLUNTARY STATEMENT OF CONSENT FOR INVESTIGATION AND RELEASE OF INFORMATION

I, _____, understand that in order to assess my qualifications for the position of _____ a full background investigation is necessary.

I, therefore, authorize Kennebec County to conduct an investigation in order to obtain information concerning my background, which may include but not be limited to:

	(Initials)	(Date)
Verification of information provided on my application for employment		
Contacting employers (past/present), clients, business associates, professional organizations, or other institutions, regarding work performance and character		
Verification of licensure and/or educational attainment		
Criminal background check		
Driver's license check		

AUTHORIZATION

I hereby release any individual, entity and the municipality from all claims of liabilities that might arise from the inquiry into or disclosure of such information, including claims under any federal, state, or local civil rights law and any claims for defamation or invasion of privacy.

Legal Name (print)			
Maiden/Other Names Used			
Social Security Number- last 4		Driver's License Number	
Date of Birth			
Signature			
Today's Date			

Janet T. Mills
Governor

Jeanne M. Lambrew, Ph.D.
Commissioner



Maine Department of Health and Human Services
Child and Family Services
11 State House Station
2 Anthony Avenue
Augusta, Maine 04333-0011
Tel.: (207) 624-7900; Toll Free: (877) 680-5866
TTY: Dial 711 (Maine Relay); Fax: (207) 287-5065

**AUTHORIZATION RELEASE OF CONFIDENTIAL SUBSTANTIATED
MAINE CHILD ABUSE AND NEGLECT RECORDS INFORMATION**

Agency/Provider to receive this information:

I, _____, authorize the Maine Department of Health and Human Services to release
(Please print clearly) confidential information to the above agency regarding whether or not I have been
substantiated in a State of Maine Child Protective Services case.

I understand that:

- The Department can only conduct a search based on the information provided in this form. The CPS Clearance that you receive will only be accurate with regard to the name(s) provided. The Department will not be responsible for any information regarding the subject of this Clearance if names are missing or omitted from this form. Please ensure all current and former names are listed in their entirety.
- This release may be revoked by me in writing at any time, except for information that has already been released. For details contact Child Protective Intake at 1-800-452-1999 x2.
- This information will be used as part of the above agency's assessment of my suitability to provide services for children and families they serve.
- This information is subject to continuing confidentiality as provided by Maine statute, 22 M.R.S. §4008.
- This release will expire upon the disclosure of the information as authorized.

PLEASE DO NOT LEAVE ANY SPACES BLANK

DATE OF BIRTH: _____ ALIASES (including maiden): _____

SIGNATURE: _____ DATE: _____

MAINE ADDRESS: _____

IF RESULT AREA IS NOT SIGNED, SEE ATTACHMENT →
Updated 2020

RESULT BELOW (To be completed by DHHS):

As of _____, this person has no substantiated findings of Child Abuse or Neglect in the
State of Maine.

DHHS, OCFS, Background Check Unit Staff

Janet T. Mills
Governor

Jeanne M. Lambrew, Ph.D.
Commissioner



Maine Department of Health and Human Services
Child and Family Services
11 State House Station
2 Anthony Avenue
Augusta, Maine 04333-0011
Tel.: (207) 624-7900; Toll Free: (877) 680-5866
TTY: Dial 711 (Maine Relay); Fax: (207) 287-5065

REMINDER Checklist

**Please use this checklist as a tool to avoid errors
when making Maine Child Abuse and Neglect Records Researches requests.**

☐ Release form is the current/revised 2020 version.

☐ Release form includes the printed name, date of birth, address, other names known by, signature (manual and/or docusign), is dated within the last three months, and is legible.

☐ The Department can only conduct a search based on the information provided in this form. The CPS Clearance that you receive will only be accurate with regard to the name(s) provided. The Department will not be responsible for any information regarding the subject of this Clearance if names are missing or omitted from this form. Please ensure all current and former names are listed in their entirety.

☐ The individual (s) you are requesting background screenings on are currently engaged in specified categories of (1) Child-related activities or employment; or (2) Activities or employment related to adults with intellectual disabilities; or (3) private agency adoption or foster care.

☐ DHHS, OCFS
Attn: CPI Records Research
SHS 11, 2 Anthony Avenue
Augusta, ME 04333