



Criminal Background Check Policy for Employees and Volunteers

Employees:

The Batesville Memorial Public Library will conduct a criminal background check on all new employees age 18 and older as part of an offer of employment that is contingent upon the results of a criminal background check.

Volunteers:

Volunteers age 18 years and older will undergo a criminal background check. The final decision on whether a criminal background check will be performed on volunteers will be made by the Library Director based on the level of direct supervision provided for the position and the nature of the task.

The background check process will not be required for service organizations who volunteer as a group and are supervised by an organization's staff person or representative, and/or for which the volunteer activity is a single event and/or restricted to custodial work or materials handling.

In performing a criminal background check:

- Job applicants, employees and volunteers will be informed that criminal background checks will be conducted and will be asked to complete an Employee and Volunteer Background Check form enabling the criminal background check.
- Criminal background checks will be initiated and reviewed by the Director.
- Due to the confidential nature of criminal background checks, only the Director is authorized to conduct criminal background checks and review the results.
- Background check records will be maintained in secure files in the Director's office and will be stored according to the Retention and Disposal of Records Policy and Procedure.
- When the results of a criminal background check indicate that a conditional employee or potential volunteer has an offense on his or her record, the Director will review the results to determine if the offense disqualifies the employee/volunteer from employment/volunteering.
- Any criminal activity related to identity theft or similar crimes will be justification to refuse employment.
- Any applicant with criminal history including sex or child abuse convictions or deferments will be automatically denied volunteer placement or employment.
- A volunteer or job applicant under investigation for or charged with child or sex abuse or criminal acts will be suspended or disqualified from volunteering until the issue is resolved.