

## Background Check Policy for Staff and Volunteers

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### **Staff**

The library will conduct a criminal background check of any final candidate who is being considered for employment. All reference/background/credit/criminal checks will be in compliance with the Fair Credit Reporting Act and other applicable laws.

Criminal background checks (BCI and/or FBI) are conducted via the Blackford County Sheriff's office, or another organization as appropriate. The results of the background check will be sent directly to the Director of the Library. The cost of the background check will be covered by the library. Failure to pass the background check may result in termination.

### **Volunteers (18 years of age and older)**

Volunteers 18 years of age or older must pass a criminal background check (BCI and/or FBI) conducted via the Blackford County Sheriff's office, or another organization as appropriate, prior to beginning volunteer service. The results of the background check will be sent directly to the Director of the Library. The cost of the background check will be covered by the library.

Documentation showing a prior background check within the past 12 months may be accepted in lieu of a new check. Volunteers that are personally well-known to staff may be permitted service with prior consent of the Director.

Volunteers 18 years of age or older that are volunteering via a community service group (i.e. Kiwanis, United Way, etc.), a local business, or a college program will be assumed to have been vetted by their group, business, or college program.

Volunteers will be under staff supervision at all times.

### **Volunteers (17 years of age and younger)**

A positive written reference from a current teacher or principal will be required if teen volunteer is personally unknown to staff. These volunteers will be under staff supervision at all times.

### **Court-ordered community service**

The library reserves the right to decline any request for fulfillment of court-ordered community service. If approved, those seeking to complete court-ordered community service obligations at the library will only do so under the direct supervision of the staff.

These individuals may not work in the Children's Department or in staff spaces, and may not complete their service at the library if their offense involved theft or was of a violent or sexual nature.

**This policy was adopted on the 19<sup>th</sup> day of June, 2019, by the Board of Trustees of the Hartford City Public Library.**