

Background Check Policy

I. Purpose:

The purpose of this policy is to provide the public safe use of the Library. All employees and volunteers will interact directly with the public, including unaccompanied minors.

II. Included Information:

- A. Social Security Number validity and alias check
- B. County Criminal search for all counties in which the individual has resided.
- C. National Criminal Index search

III. Authorizations and Disclosures:

Prior to the initiation of any background check, individuals will be presented with and must sign the following documents:

- A. Acknowledgement and Authorization for Background Check
- B. Disclosure Regarding Background Investigation
- C. A Summary of Your Rights Under the Fair Credit Reporting Act

IV. Screens and Individual Assessments:

- A. Screens will consist of Included Information in section II of this policy.
- B. Individual assessments will be conducted considering:
 - i. The nature and gravity of the offense. Targeted exclusions include crimes of a violent or sexual nature.
 - ii. The time that has passed since the offense or conduct and/or completion of the sentence.
 - iii. The nature of the job held or sought.
- C. In the event the individual assessment results in the individual being screened out:

- i. Written notice will be given to the individual that they have been screened out because of a criminal conviction. This notice will include:
 - 1. The Background Check Policy
 - 2. A copy of the consumer report used in making the decision, including the issuing company's name, address, and phone number.
 - 3. Declaration that the company issuing the report is not responsible for hiring decisions and unable to provide reasons for the hiring decision.
 - 4. An additional copy of "A Summary of Your Rights Under the Fair Credit Reporting Act"
- ii. The individual will be given the opportunity to dispute the accuracy or completeness of the report. They will have the opportunity to get an additional free report from the reporting company within 60 days.
- iii. The individual will be given the opportunity to demonstrate to the Board of Trustees that the exclusion should not be applied due to particular circumstances.
- iv. Disputes of accuracy and/or completeness or requests for demonstration of exceptions to exclusions must be presented in writing to the Director within 14 days as to not place undue hardship on the Library.
- v. The Board of Trustees will consider if the information provided by the individual warrants an exception to exclusion as it is not job related and/or a business necessity.

Approved 5/3/2021