



Criminal History Background Check Policy for Volunteers

Approved by Board of Trustees January 13, 2021

As required by IC 36-12-1-14, Eckhart Public Library requires every current employee or volunteer and any applicant for employment or volunteer placement to undergo a criminal history background check.

For the policy covering current employees and applicants for employment, see the **Personnel Manual**.

The Library will conduct a background check on every applicant over the age of 18 prior to the volunteer's first scheduled day of volunteer work. Volunteer applicants will be asked to complete and sign the Criminal History Background Check Notification and Authorization Form. Refusal to submit to a background check will disqualify the individual from volunteering.

Members of the Library Board will be subject to a background check upon appointment or reappointment.

Current volunteers will undergo follow-up background checks every five years.

Results of the background check will be shared with the current volunteer or volunteer applicant. A copy will be kept in volunteer files in the Library and maintained according to the Retention and Disposal of Records Policy and Procedure.

Any current volunteer or volunteer applicant with a criminal history that includes sex abuse or crimes against children will automatically be denied volunteer placement. When results of a background check indicate the volunteer applicant has any other offense on record, the Executive Director will determine if the offense disqualifies the individual from volunteer placement.