

# Employee and Volunteer Background Checks Policy

## 1. PURPOSE

The purpose is to protect the safety, health, and security of LaRue County Library District employees, patrons, and property.

## 2. POLICY ON BACKGROUND CHECKS

In order to protect the health and safety of all employees, patrons, and property of the District, the Library District may require a potential employee or volunteer to submit a criminal background check as a condition for employment or appointment. In addition, where reasonable cause exists, the District may require an existing employee or volunteer to submit to a criminal background check.

### 2.1 Individuals Subject to Background Checks

2.1.1 – The Library District shall require a criminal background check on each new employee.

2.1.2 – The District shall require a criminal background check on each volunteer.

2.1.2 – Where reasonable cause exists, the District may require an existing employee or volunteer to submit to a criminal background check.

### 2.2 Conducting the Background Check

2.2.1 – The applicant, volunteer, or employee shall receive notice that the background check has been requested.

2.2.2 – The applicants, volunteers, or employees shall be required to sign the release form enabling the District to perform the background check. If they decline to sign the release form, they will not be considered for employment. Current employees who decline to sign the release form may be subject to disciplinary action up to and including dismissal from employment.

2.2.3 – The background check will be done through the Kentucky Administrative Office of the Courts or LaRue County Sheriff's Office, which may include a fingerprint check.

### 2.3 Payment for Background Check

2.3.1 – The Library District shall pay all designated costs of background checks for employees only.

### 2.4 Opportunity to Respond to Background Check

If a person is denied employment or is dismissed from employment because of information obtained through a criminal background check, the person shall receive written notice for the reasons for denial or dismissal and shall have an opportunity to respond to the reasons.

### 2.5 Confidentiality

No information recovered during the background check shall be released to any individual or agency outside the library district.

### Definitions

"Reasonable cause" means reliable information implicating an employee or volunteer in a sexual offense against a minor, an offense involving drugs or any other offense which is relevant to the subject's assignment.