

## **Background Check Policy**

Approved: December 19, 2022

Effective: December 19, 2022

Revisions: N/A

Review: N/A

The Amery Area Public Library recognizes the need to conduct background checks on its employment and volunteer applicants in order to ensure reliable employees and volunteers. The purpose of this background check is to verify applicants' information and to screen for a history of criminal behavior. The Library Board of Trustees has established the following guidelines for the library director to adhere to when deciding on whether applicants' background checks include information which may present a risk to the library, including its staff and patrons. Careful consideration will be given to each application, and the following guidelines will be used in determining what constitutes a failed background check.

Examples of these guidelines include:

- The background check reveals that a candidate falsified some portion of their application or attempted to conceal information, including stating on the application to have no criminal record when one is found or giving a false name on the application.
- The background check reveals that the candidate was found guilty of a crime against a child.
- The background check reveals that the candidate was found guilty of a sex crime.
- The background check reveals that the candidate was found guilty of theft.
- The background check reveals that the candidate was found guilty of a violent crime.

## **Appeal Process**

In the case that an applicant fails a background check they may choose to participate in the following appeal process:

- Applicant will fill out a written request for appeal using the library's reconsideration form.
- The Library Director will add the appeal request to the agenda of the next available regularly scheduled Library Board meeting.
- Applicant may appear at the next Library Board meeting to discuss or elaborate on the circumstances of the failed background check. Members of the Library Board and the Library Director will be present.
- The Library Board and Library Director will confer and make a final decision.
- The applicant will be notified by the Library Director, in writing, of the decision made whether to accept or reject the appeal and application.

- All decisions made regarding the appeal are final and will not be subject to additional appeals.

Petition for Appeal of Failed Background Check

Individual requesting appeal:

Name (Last, First, Middle):

Telephone number:

Mailing address:

Email address:

Ineligibility Determination Information

List the information from the failed background check that you wish to challenge as inaccurate:

Provide any information known or available that you wish to be considered:

I affirm that all statements made on this form and any attachments are true and correct to the best of my knowledge.

Signature-Individual requesting appeal:

Date signed:

Date submitted to Library Director and Library Board of Trustees:

Appeal approved or denied: