



Jackson County Public Library

Criminal History Background Checks

Employees

The library will conduct a criminal history background check on all job applicants as part of an offer of employment that is contingent upon the results of said check.

Volunteers

The library will conduct a criminal history background check on all volunteer applicants age 18 and over who would work with children under age 18.

Process

1. Job and volunteer applicants will be informed that criminal history background checks will be conducted and will be asked to complete and sign a Background Check Authorization Form. Refusal to submit to a criminal history background check will disqualify the applicant from employment or volunteer placement.
2. Criminal history background checks will be submitted by Library Administration.
3. The cost of the background check will be covered by the library.
4. Results of criminal history background checks will be shared with the applicant, Human Resources, and the Director. A copy will be kept in the personnel files secured in the Administrator's office and will be stored according to the Retention and Disposal of Records Policy and Procedure.
5. When the results of a criminal history background check indicate that the applicant has an offense on record, the Director will determine if the offense disqualifies the applicant for employment or volunteer placement at the library.
6. If the applicant is applying for the Director's position, the Library Board of Trustees will determine if the offense disqualifies the applicant for employment.
7. Any applicant with a criminal history that includes sex abuse or crimes against children convictions will be automatically denied employment or volunteer placement.
8. If an existing employee or volunteer is under investigation for or charged with crimes against a child, the individual will be suspended with pay or disqualified from working or volunteering until the issue is resolved.

Approved by the Jackson County Public Library Board of Trustees on October 19, 2020

Seymour Library
303 West Second Street
Seymour, IN 47274

Tel: (812) 522-3412
Fax: (812) 522-5456

Crothersville Library
120 East Main Street
Crothersville, IN 47229

Tel: (812) 793-2927
Fax: (812) 793-3721

Medora Library
27 West Main Street
P.O. Box 400
Medora, IN 47260
Tel: (812) 966-2278
Fax: (812) 966-2229

Outreach Services
Serving Jackson County
Tel: (812) 405-1831

www.myjclibrary.org

Criminal History Background Check Notification and Authorization Form

Name: _____
 (First) **(Middle)** **(Last)**

Date of Birth: _____

Social Security Number: _____

Current Address: _____

Telephone Number: _____

Sex: Male Female
(Circle One)

Race: White Black American Indian Alaskan
Asian/Pacific Islander Unknown
(Circle One)

I hereby authorize the Jackson County Public Library and its designated employees to conduct a limited criminal history background check through the Indiana State Police for employment or volunteer purposes. I understand that the background check will include, but is not limited to, criminal history records. I understand that this information may be used to determine my eligibility for employment or volunteering at the Jackson County Public Library.

The Jackson County Public Library will maintain these records in a confidential manner in order to protect your privacy and personal information.

Signature: _____

Date: _____