

Criminal History Check Policy

Employees

Muncie Public Library requires a criminal history check for all positions as part of extending an offer of employment. An employee's first day of work must not be prior to the satisfactory completion of the criminal history check. Criminal history checks will be performed by Administrative Office personnel and paid for by the Library using the Professional and Contractual Services appropriation.

The applicant for the position must authorize a criminal history check electronically during the application process. At a minimum the criminal history check will include:

- SSN Validation/Trace.
- Sex Offender Search.
- Global Watchlist.
- National Criminal Database Search.
- County Criminal Search (Single County).

The Library may order additional history reports as necessary and permitted by applicable laws.

Factors to be considered when reviewing the criminal history check report in determining whether to hire the applicant:

- The nature and gravity of the offense or conduct.
- The time that has passed since the offense or conduct and/or completion of the sentence.
- The nature of the job sought.

Those with a criminal history will be provided an opportunity to respond. Based on the information received from all sources, an individualized assessment and decision will be made. If an applicant is found to have falsified any information regarding conviction history, the applicant will not be considered for employment.

History check information will be maintained in a file separate from employees' personnel files.

Record Retention

Reports will be retained until three years after termination and permission to destroy is received from the Indiana Commission on Public Records

Volunteers

Volunteers are welcomed at Muncie Public Library whether for one day or for ongoing service. Those 18 years and older who are volunteering for more than one day must submit a release form for a Limited Criminal History Search prior to volunteering at the Library.

An Indiana State Police - Limited Criminal History Search will be conducted. The search will be performed by Administrative Office personnel or the Great Achievers Program Director and paid for by the Library using the Professional and Contractual Services appropriation or other appropriate appropriation.

Reports will be maintained in a file separate from the volunteer's other files.

Record Retention

Reports will be retained until three years after volunteer has ended volunteer service and permission to destroy is received from the Indiana Commission on Public Records.