



## **San Juan County Public Library Policy: Employee and Volunteer Criminal Background Checks**

Effective 11-19-2024

\*To be posted in a prominent location at each branch

**Legal Authority for Policy:** Pursuant to San Juan County HR Policy, the Human Resources Director has designated San Juan County HR or Administration to conduct criminal background checks on prospective employees, volunteers, and presenters at library programs under the supervision of Human Resources to ensure a safe and secure workforce. This Policy is intended to implement criminal background check requirements established by [Utah Code § 9-7-218](#). The County Library also recognizes that the current [HR Policy](#) requires criminal background checks for a potentially broader category of positions than required under Utah Code § 9-7-218 and Library Staff shall defer to HR Policy when hiring for positions designated by HR as being subject to background checks that are not identified in this policy.

### **1.0 Applicable Definitions**

1.1 “Qualifying position” means any of the paid or unpaid employment positions with the San Juan County Library System including a volunteer position, that are listed in section 2.1 below. “Qualifying positions” may also include presenters retained by contract and not subject to a W2 that have significant contact with individuals under 18 years of age or vulnerable populations.

1.2 “Qualifying prospective employee” means an individual who: (i) is 18 years old or older; and (ii) applies for a qualifying position with the San Juan County Library System.

### **2.0 Background Checks for Qualifying Positions**

2.1 The San Juan County Library Board has determined the following positions (whether paid or unpaid) to be qualifying positions: Director, Assistant Director, Librarian, Library Assistant, Library Manager, Assistant Library Manager, all temporary employees within the same positions, and volunteers for children’s programming.

2.2 The County Library may not employ anyone in a qualifying position without the prospective employee first submitting to a criminal background check subject to this policy. A refusal to complete a background check authorization form constitutes an incomplete application, which disqualifies a prospective employee from being hired.

### **3.0 Procedures for Gathering, Submitting, & Reviewing Criminal Background Checks**

3.1 Upon meeting a qualifying prospective employee, the Hiring manager shall give the qualifying prospective employee a copy of this policy.

3.2 Before extending an offer of employment, the hiring manager or HR designee will require that the qualifying prospective employee sign a background check authorization form and submit it to the County Human Resources.

3.3 The Hiring Manager or designated staff member shall submit the prospective employee's completed form to the County Human Resources for processing.

3.4 If the prospective employee's criminal background check does not turn up any criminal history, County Library Human Resources may extend an offer letter of employment.

**4.0 Procedures for Disqualifying A Qualifying Prospective Employee From Employment Based On Background Check Results**

4.1 If a prospective employee's background check reveals an offense, County Human Resources will consult with the County Employee Relations and the District Attorney's offices.

4.2 If a prospective employee's background check reveals a disqualifying offense, County Human Resources will provide a written notice of the reason for disqualification.

4.3 The prospective employee may appeal the disqualification in writing to the County Human Resources department within one week.

Authorized By: **San Juan County Library Board of Directors and  
San Juan County Commissioners**

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Library Board Chairperson

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Date

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County Commission Chairperson

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Date