SAMPLE POLICY FROM ROANOKE PUBLIC LIBRARY
HISTORY CHECK
The Roanoke Public Library will order a history check on
- full-time employees
- part-time employees
- substitute/temporary employees
- volunteers, if
  - 18 years old or older AND
  - volunteer job will provide regular, ongoing and unsupervised contact with children under 16 without direct employee supervision

Prior to extending an offer of employment (or within 30 days of hire, the Director will request a criminal history check of an applicant. The nature of any reported offense and its relevance to the particular job is considered on a case by case basis. The history check will be completed before employee does any work in the Library. *Employees already employed will be subject to a history check every five years on a rotating basis. (**This rotation will start with full-time the first year, part-time the second year, substitute/temporary the third year and volunteers, if long term the fourth year.)*

The Library may order additional history reports for employment purposes, as permitted by applicable laws.

The employee, candidate or volunteer will fill out a history check authorization form and return it to the Director. The Director will order the history check upon receipt of the signed release form and will be the Library’s representative to review the result, except in case of Director’s history check which will be reviewed by the Board President.

In instances where negative or incomplete information is obtained, the Director and Board President will assess the potential risk and liabilities related to the job’s requirements and the length of time since any negative information. If a decision is adversely made based on the results of a history check, there may be a certain additional Fair Credit Reporting Act (FCRA) requirements that will be handled by the Director in conjunction with employment screening service (if applicable).

History check information will be maintained in a file separate from employees’ personnel files.
Limited Criminal History Reports will be performed by the Roanoke Town Marshal. As soon as it becomes possible, the Library will do an Expanded Criminal History Check through the Indiana State Police. At the time the expanded check is possible, the rotation will start at the beginning (see *and ** above). History checks will be paid for by the Library using the “Legal Service” appropriation.