



Kendallville Public Library

Providing access to information...for life.

Criminal History Check Policy

Employees, over the age of 18: The Kendallville Public Library will conduct a criminal history check and sex offender registry check on new employees as part of an offer of employment that is contingent upon the results of a criminal history check. Existing employees will be asked to submit to a criminal history check and sex offender registry check every 5 years and on a rotating basis.

Volunteers, over the age of 18: Depending on the nature of the work, the Kendallville Public Library will conduct a criminal history check and sex offender registry check on volunteers. The final decision on whether a criminal history check will be performed on volunteers will be made by the Library Directory based on the level of direct supervision provided for the position and the nature of the task. The National Sex Abuse Registry will be checked for all volunteer applicants.

The background check process will not be required for service organizations who volunteer as a group and are supervised by an organization's staff person or representative, and/or for which the volunteer activity is a single event and/or restricted to custodial work or materials handling.

Approved: December 3, 2020

Effective: January 1, 2021