

8.3 Background Check Policy

All potential Pierson Library volunteers and employees who work with children or in the children's section, must complete an annual background check through the Shelburne Police Department using the VT State CAD system (Computer-Aided Dispatch records management system).

This policy is intended to make our community's youth programs and facilities safer for children. This policy applies to all volunteers and employees over the age of 18 who will be working directly with, or in the same physical location as, children. The background check form application will aid the Shelburne Police Department in running the background check. The Library Director will give the form directly to the Shelburne Police Chief for processing. A log will be kept to track the background check completion dates for each volunteer and background checks will be updated every five years.

Information resulting from the background check will first be discussed with the potential volunteer or employee to determine any discrepancies. Next, the information will be assessed for relevancy in regard to the type of work the volunteer will be performing. Except as provided below, an unfavorable background check will not automatically disqualify a potential volunteer from consideration.

Potential volunteers and employees will not be allowed to volunteer with or work at the Pierson Library if any of the following are true:

- **They have been convicted of a crime against a child;**
- **They have been convicted of any felony conviction involving violence;**
- **They have been convicted of any sexual offense**

The contents of the criminal record check and any other information obtained through the review process shall be kept confidential by the Library Director and shall not be disclosed to any person other than the potential volunteer, the Town Manager, the Shelburne Police Chief, or a properly designated employee of the Pierson Library who has a documented need to know the contents of the record.

Records will be retained in a confidential file for no longer than five years and will then be destroyed.

See Appendix H for the Background Check Application.

Appendix H: Background Check Application

Thank you for your interest in volunteering with our programs. Please complete the information below, sign and return to the Pierson Library.

(Please print)

First Name _____ M.I. _____ Last Name _____

Former Name(s), if any: _____

Address: _____

D.O.B. _____

As a condition of volunteering, I give permission for the Pierson Library to conduct a background check on me, which may include a review of sex offender registries, child abuse, and criminal history records, I understand that, if appointed, my position is conditional upon the Pierson Library receiving no inappropriate information on my background. I have read and understand the Pierson Library Volunteer Background Check Policy.

Signature _____ Date: _____

This form must be submitted with a copy of a valid government issued photo I.D.