



Criminal Background Check Policy

Adopted: July 18, 2024

Revised:

Policy Statement:

The Summit County Library believes in promoting a safe environment for its customers and employees. Due to the frequency with which any library personnel or volunteers have significant contact with minors, and in accordance with Utah Code §9-7-218 (as amended), the Summit County Library will require Bureau of Criminal Identification (BCI) criminal background checks for any final candidate who is being considered for employment in the library, or for any volunteer who is 18 years of age or older (“Candidates”).

1. Costs of Background Checks

1.1 Background checks shall be conducted through Summit County’s Personnel Department. Expenses for background checks shall be covered by the County.

2. Using Background Checks

2.1 Employment offers shall be made to Candidates contingent upon the results of the background check. Candidates who refuse to consent to a background check are not eligible for employment. Information in the background check may result in an employment offer or appointment to a volunteer position being rescinded. A background check will only be used for evaluating the Candidate for employment. It will not be used to discriminate based on race, color, national origin, religion, sex, disability, age, sexual orientation, gender identity, or any other protected characteristics under federal, state or local law.

2.2 The results of the background check shall be sent directly to the Summit County Library Director, and the Library Director, or an assigned administrator, will review the results of the background check.

3. Disqualifying a Final Candidate

3.1 The Library Director, after consultation with the County Personnel Director and County Attorney’s Office, has discretion on whether to disqualify or hire a Candidate based on the results of the background check and will consider the following factors:

- The nature and gravity of the offense or conduct;
- The time passed since the offense, conduct, and completion of the sentence (if applicable); and

- The nature of the job sought.

3.2 If the Library Director decides to disqualify a Candidate because of information in the background check, the Library Director will provide written notice to the Candidate and provide the Candidate with an opportunity to respond. The Candidate may respond to the reasons within three (3) business days by providing the Library Director a detailed written explanation. The Library Director shall respond to the Candidate's written explanation in writing, and shall either uphold their previous determination with a brief explanation, or shall reverse their disqualification decision.

4. Current Employees

4.1 Background checks shall be conducted through Summit County's Personnel Department. Expenses for background checks shall be covered by the County. Current library employees shall be exempt from this policy unless there is reasonable suspicion to believe that a background check is warranted, in which case they shall be subject to a criminal background check. Current employees who refuse to consent to a background check may be subject to discipline. Current employees are eligible for due process under the Summit County Personnel Policy.

5. Policy Posting & Periodic Review

5.1 This policy will be reviewed no less than every three (3) years by the Library Board. It shall be distributed to prospective employees and volunteers who apply for positions at the library and publicly posted in all Summit County libraries. This policy may be superseded by the adoption of a background check policy by Summit County.