	Authorized By:	Salt Lake County Library Board of Directors	
	Subject:	Criminal Background Check Policy & Procedure	
	Effective Date	Version #	Revision Date
	May 20, 2024	1	

*To be posted in a prominent location at each branch

Legal Authority for Policy:

Pursuant to Salt Lake County HR Policy 2-500, the Human Resources Director has designated the Salt Lake County Library (The County Library) 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 [HR Policy 2-500](#) 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 Salt Lake 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 Salt Lake County Library System.

2.0 Background Checks for Qualifying Positions

- 2.1 The Salt Lake County Library Board has determined the following positions (whether paid or unpaid) to be qualifying positions: Shelver, Librarian, Customer Service Specialist, Library Assistant, Library Manager, Assistant Library Manager, Senior Librarian, Assistant Circulation Supervisors, Circulation Supervisors, Custodial Maintenance Workers, all temporary employees within the same positions, volunteers, and contractual presenters.
- 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.

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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 Library Human Resources.

3.3 The Hiring Manager or designated staff member shall submit the prospective employee’s completed form to Library 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, Library 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, Library 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 Library Human Resources department within one week.