

## **North Logan City Library: Background Check Policy**

- A. It is the policy of North Logan City to perform pre-employment background checks. The purpose of performing these checks is to determine and confirm, within appropriate legal and professional limits, the qualifications and suitability of a job candidate or anyone volunteering for the particular position for which the candidate is being considered. Employment or volunteer service for the City may be denied upon the determination that a candidate background check has revealed any actions or information that is unbecoming of an employee or volunteer of the City. The policy will help ensure that employment-related decisions utilizing pre-employment background checks are made in accordance with applicable law.
- B. North Logan City may perform criminal background checks on all candidates for employment and for all those who volunteer (ex: coaches). North Logan City may also perform identity and address-related searches, various types of criminal (including a sexual offender) background checks and driving record, education, prior employment, and professional license verifications.
  - 1. Prior to working in City programs in which children or vulnerable adults participate, every City employee or volunteer shall obtain a background check, subject to Utah's BCI.
  - 2. Any person who has been convicted of child abuse, abuse of a vulnerable adult, lewdness, voyeurism, crime involving pornography, providing harmful material to a child, prostitution, patronizing a prostitute, child exploitation, endangering a child or elderly adult, sexual abuse of a child, unlawful sexual activity with a minor, rape, sexual battery, or convictions for other sex-related offenses, etc. shall be ineligible to work as a staff employee or volunteer in a City program in which vulnerable adults or children participate. Any other types of crimes will be reviewed by the Chief of Police who will put forth a recommendation.
- C. In general, the relevance of a particular pre-employment background check to a

candidate's eligibility for employment is based upon the following factors:

1. The nature of the job for which the applicant is being considered.
  2. The nature of adverse or negative information; in the case of a criminal matter, the facts surrounding the matter are particularly relevant.
  3. The age of any adverse or negative information; the age of the applicant at the time of the adverse incident in relation to the present may also be relevant.
- D. Having adverse information, including a criminal history or conviction, does not automatically preclude a candidate's eligibility for employment.

**Approved by the North Logan Library Board: 11/14/2024**