

**Fort Edward Free Library  
Policy Manual  
Presenters Policy  
Screening Policy**

Any presenter not contracted through SALS or the New York State Presenter and Programs website shall have a background check performed before presenting at the Library for the safety and well being of the Library patrons.

Adopted: 1/15/2015

**Screening Policy:**

**Purpose:**

To ensure that all Events and Programs at the Fort Edward Free Library provide and maintain a safe and secure environment for all participants.

**Policy:**

All employees, volunteers, contractors, etc. involved with the Fort Edward Free Library in the Village and Town of Fort Edward will be searched for in the Sex Offender Registry and will undergo a criminal background check, upon consent and in connection with their application before they are hired or allowed to participate as a volunteer. The Washington County Youth Bureau will perform the background check on behalf of the Library. The Library may request additional or updated reports at any time during an individual's service in order to evaluate continued suitability for a particular position. No credit record checks will be included. The information obtained in these checks will be used to determine an applicant's eligibility for a position in any type of Programs or events in the Fort Edward library. Any applicant has a right to refuse the checks described above understanding that if they do refuse, they will not be considered for any position involving the Fort Edward Free Library in the Village of Fort Edward.

Adopted: 1/15/2015

**Procedures:**

The Fort Edward Free Library will use the information that applicants provide through the Washington County Youth Service Office or on the Supplemental Information Form to conduct the background check and search the Sex Offender Registry as long as the individual consents and signs the proper documents.

### **Being Listed on the Sex Offender Registry or Having a Criminal Record:**

The existence of a conviction is not an automatic exclusion from hiring an employee or allowing someone to participate as a volunteer, or serve as a program presenter, contractor, etc. The Fort Edward Free Library Board of Trustees will review the results of a criminal background check for each applicant on a case-by-case basis and consider factors, including, but not limited to the following:

1. The Offense: nature, severity, intentionality, date of occurrence, age, pattern, number of offenses, etc.
2. The Position: duties, responsibilities, circumstances of position applied for, access to library funds and property, nature and scope of supervision, access to residential and other facilities, access to vulnerable population, including minor children, etc.
3. The Individual: record of performance on previous jobs, recommendations, behavior, temperament, etc.

If no criminal records are found and the rest of the applicant's application fits well within the needs of the Fort Edward Free Library, an offer may be made. If the background check reveals that an applicant has a pending charge or conviction for a felony or a misdemeanor it must be determined if the criminal activity is substantially related to the position applied for using the above factors, but the ultimate discretion lies within the Fort Edward Free Library Board of Trustees.

If an applicant is listed on the Sex Offender Registry at any level they will not be hired in any capacity or allowed to participate as a volunteer at the Fort Edward Free Library.

### **Applicant Notified of Results:**

The applicant will be notified of the Fort Edward Free Library's decision as soon as practicable. If the applicant is denied a position based on the results of the background check or search of the Sex Offender Registry, the Fort Edward Library Board of Trustees will notify the applicant promptly and share the information received, if the applicant desires.

### **New, Revealed or Discovered Information after an Applicant has been hired/volunteers:**

If any applicant, who has been hired or volunteers for any type of position with the Fort Edward Free Library in the Village of Fort Edward, subsequently is placed on the Sex Offender Registry, that person will immediately resign, and/or be immediately terminated from his/her position. If any applicant, who has been hired or volunteers for any type of position with the Fort Edward Free Library in the Village of Fort Edward, subsequently faces a criminal charge, their status of employment/volunteer status will be reviewed by the Fort Edward Library Board of Trustees and the Library Board will make a decision within fifteen (15) business days whether or not to terminate their position. The Library Board will make such a determination using the same factors listed above under the section, "Being Listed on the Sex Offender Registry or Having A Criminal Record."

### **Records:**

The Fort Edward Free Library will keep all records associated with the application process for the Library.

**Confidentiality:**

The Fort Edward Free Library will keep all records, including all information revealed in criminal background checks and searches of the Sex Offender Registry as a confidential to the extent required by the laws of New York State.

Adopted 1/15/2015

### Fort Edward Free Library Background Check

Municipality \_\_\_\_\_ Requested by \_\_\_\_\_

Name \_\_\_\_\_  
Last First Middle

Address \_\_\_\_\_

DOB \_\_\_\_\_ SS# \_\_\_\_\_ Phone \_\_\_\_\_

Have you been convicted of any crime (s)? Yes No If yes, what Court? \_\_\_\_\_

If so, what? \_\_\_\_\_

Are you on Probation or Parole? Yes No

If yes, officer's name and contact number \_\_\_\_\_

Are you a registered sex offender? Yes No If yes, what level 1 2 3 4 County \_\_\_\_\_

I affirm that the above information is true and correct to the best of my knowledge. I further authorize the Washington County Sheriff's Office or Washington County Youth Services to conduct a records check of their records and to release any pertinent information to the municipality that is requesting this check.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_  
Applicant Signature

**RESULTS:** No record found or The following information was found

\_\_\_\_\_  
\_\_\_\_\_

Check conducted by: \_\_\_\_\_ Date: \_\_\_\_\_

Disclaimer: The results reported above are based solely on a records check of the Washington County Sheriff's Office records system. It does not preclude that there could be records with other criminal justice agencies that are not reflected herein.