

Background Check Policy

Purpose

To ensure the safety, security, and trust of the public, staff, and volunteers, Pahrump Community Library (the "Library") requires background checks for all employees as a condition of employment and may require them from others based on their role. This policy establishes procedures for conducting criminal history background checks using fingerprinting and Live Scan technology, as well as checks of the Nevada Central Registry for the Collection of Information Concerning the Abuse or Neglect of a Child (the "Central Registry"), in compliance with applicable federal and Nevada state laws.

Scope

This policy applies to all ~~newly hired~~ employees, and may apply to volunteers who have access to patrons, confidential information, or sensitive areas of Library operations, including anyone who will work with or around minors.

Policy

1. Background Check Requirement

All final candidates for employment must undergo a criminal background check using fingerprinting and Live Scan processing and may require checks of the Central Registry, as set forth in this Policy. Offers of employment are contingent upon successful completion and evaluation of the background check results.

2. Fingerprinting and Live Scan Process

- Fingerprinting will be conducted by an authorized agency or vendor approved by the Nevada Department of Public Safety ("DPS").
- The fingerprints will be submitted via Live Scan to the Nevada DPS and/or the Federal Bureau of Investigation ("FBI") for criminal history record checks.

3. Authorization and Consent

- Candidates must sign a written authorization and consent form before fingerprinting and processing.
- Refusal to consent to the background check will result in disqualification from employment.

4. Evaluation of Criminal History

- A criminal conviction does not automatically disqualify a candidate from employment. Each case will be evaluated individually, considering:
 - The nature and gravity of the offense; and
 - The time elapsed since the conviction; and
 - The relevance of the offense to the position sought.
- The Library will not consider sealed, expunged, or otherwise legally protected criminal records in making employment decisions, in accordance with Nevada law.
- Decisions will be made in accordance with Nevada Revised Statutes ("NRS") and applicable federal laws, including Title VII of the Civil Rights Act of 1964. The Fair Credit Reporting Act ("FCRA") will apply only if a third-party consumer reporting agency is used.

5. Child Abuse and Neglect Registry Check

- For any employee or volunteer whose duties involve working directly with children or having unsupervised access to minors, the Library may require a check of the Central Registry, pursuant to NRS 432.100.
- Individuals required to undergo a Central Registry check must complete a Division of Child & Family Services ("DCFS") Central Registry request form and provide

written consent to the background investigation. Refusal to authorize the background investigation may result in disqualification from employment. Substantiated findings of abuse or neglect will be evaluated on a case-by-case basis, considering the nature of the finding, the time elapsed, and the relevance to the responsibilities of the position.

6. Confidentiality

- All background check results will be kept confidential and stored securely in accordance with state and federal privacy regulations.
- Access to background check information will be limited to authorized personnel only.

7. Disqualification and Appeal

- If a background check reveals information that may disqualify a candidate, the candidate will be provided an opportunity to submit within five (5) business days of notice of disqualification a written explanation, correction, or rebuttal including any relevant supporting documentation before any final employment decision is made. The Library will consider any additional information submitted before determining whether to proceed with disqualification. The Library will notify the candidate of the final decision in writing within fifteen

(15) business days of receipt of the candidate's additional information.

Adopted by the Pahrump Community Library Board of Trustees 6/9/25