

Personnel and Policy Committee
May 7, 2025

Agenda

- A. Background Check Policy Draft
- B. Photo Citation Potential Policy
- C. Closed Session for purposes of Director's evaluation pursuant to Virginia Code § 2.2-3711 (A) (1)

Background Check Policy and Procedure Blackwater Regional Library

All offers of employment at Blackwater Regional Library are contingent upon clear results of a thorough background check. Background checks will be conducted on all final candidates and on all employees who re-promoted, as deemed necessary.

Background checks may include:

- **Social Security Verification:** validates the applicant's Social Security number, date of birth and former addresses.
- **Prior Employment Verification:** confirms applicant's employment with the listed companies, including dates of employment, position held and additional information available pertaining to the performance rating, reason for departure and eligibility for rehire.
- **Personal and Professional References:** calls will be placed to individuals listed as references by the applicant.
- **Educational Verification:** confirms the applicant's claimed educational institution, including the years attended and the degree/diploma received.
- **Criminal History:** includes review of criminal convictions and probation. The following factors will be considered for applicants with a criminal history: The nature of the crime and its relationship to the position.
 - The time since the conviction(s).
 - The number (if more than one) of the convictions.
 - Whether hiring, transferring or promoting the applicant would pose an unreasonable risk to the business, its employees or its customers and vendors.

The following additional background searches may be required if applicable to the position:

- **Motor Vehicle Records:** provides a report on an individual's driving history in the state requested. This search will be run when driving is an essential requirement of the position.

Isle of Wight County Policy

Photo Enforcement Citation/Summons – **When a Photo Enforcement Citation/Summons is issued to a driver of a County vehicle, the citation/summons is delivered directly to the County. In the event that a County department or agency receives a citation/summons directly, the Department /Agency Head shall 294 forward it to the Director of Human Resources as soon as reasonably possible, but no later than the end of the business day of receipt. When the County receives a Photo Enforcement Citation/Summons for violation of motor vehicle laws while driving a County vehicle: 1. The County will identify the vehicle driver subject to the citation/summons. 2. The identified driver shall A. Be responsible to pay the fine associated with the citation/summons by the due date shown on the citation/summons and to provide an official receipt for payment to the Human Resources Department, or B. If the driver wishes to contest the charges, the driver shall follow the procedure given on the citation/summons and appear in court as directed. Following court disposition, the driver shall provide either an official receipt for fine paid or documentation of dismissal of the citation to the Department of Human Resources. 3. The Department of Human Resources, Risk Management and the driver's Department/Agency Head will review the severity and circumstances of the violation and determine appropriate corrective action, if any. Corrective action may include, but is not limited to, loss of County driving privileges, and/or disciplinary action up to and including dismissal.**

Suffolk City Policy

Employees shall obey all Federal, State, local laws and City policy's while operating City owned, leased or private vehicles. Employees will be responsible for all criminal and civil penalties received while operating a City owned or leased vehicle. All financial penalties shall be paid by the employee within thirty (30) days of receipt, with a certification of payment supplied to their department head for verification of payment.