



Background Check Board Policy

Updated: 3/12/18

Who must be vetted?

1. All staff, full- or part-time, must be vetted via a criminal background check provided at no cost by the City of Danville.
2. Independent contractors who provide instruction at the Arts Center or work with children in any other capacity (accompanists for choirs, etc.) must be vetted via a criminal background check prior to their employment.
3. Volunteers who expect to work with children at the Community Arts Center or at any other location where the Arts Center may be working with children must be vetted via a criminal background check before beginning any volunteer service.
4. Volunteers who may be handling funds that belong to the Community Arts Center, either on site or at any other location, must be vetted via a credit check before beginning any volunteer service.
5. Volunteers who may provide transportation to adults or children engaged in activities at or sponsored by the Community Arts Center must be checked through the state motor vehicle department.
6. Community Arts Center board members who fall into any of the categories listed above must undergo a background check, including criminal records, credit check, and/or department of motor vehicle records, depending on the area of their service.

For categories 1 and 2 above, the background check will include investigation of criminal record and the registry of sexual offenders.

For category 4 above, the background check will include investigation of criminal record and a credit check.

Criminal background checks can be performed at the Danville City Hall through the police department on Wednesdays between 1:00-4:00 at no cost to the Community Arts Center. Any prospective volunteer or staff member may wish to confirm a specific time on Wednesday by calling 859-238-1224. These background checks do require that the employee or volunteer submit to being fingerprinted. Should any person refuse fingerprinting he or she will cover the cost of a background check through a recommended commercial screening firm. The executive director of the Community Arts Center can facilitate this alternate path of checking.

Volunteers who decline the required screening may serve in any position that does not involve children or transporting participants engaged in activities sponsored by the Community Arts Center or handling funds of the Center.

How often must a background check be performed?

Any new employee or volunteer who falls into any of the 6 listed categories must receive a background check before beginning service at the Arts Center. Results may take up to a month to reach the Community Arts Center.

Current employees or volunteers must submit to a background screening as soon as possible, or by May 25 at the latest.

A new background check for any continuously employed person must be performed every five years. If no more than two years elapses between periods of service, either paid or volunteer, a background check needs to be conducted after a total of five years of service. If more than two years elapses between periods of service, a new screening must be done before resuming service at the Community Arts Center.

Right to Privacy

The findings from all background checks will be kept in a locked cabinet accessible only to the Executive Director of the Community Arts Center.

When screening results are received by the Community Arts Center the employee or volunteer will be contacted immediately and invited to review the findings. Findings from a background check may be reviewed at any time by the person by contacting the Executive Director. The review can be done at the Community Arts Center or the person may request a copy of the findings.

Any person has the right to question, appeal or dispute the findings from any screening. The person should contact the Executive Director of the Community Arts Center.

Personal information and data collected during the background check will be used by the Community Arts Center for the sole purpose of determining the advisability of allowing the person to perform work or volunteer service at the Arts Center. Serious infractions could imperil a person's hiring or opportunities for volunteer work.