

Criminal Background Check Policy for Volunteers at the Museum of Art

Purpose: To protect the University of Iowa, its faculty, staff, and students, and members of the public who have dealings with the University from suffering physical, emotional, and financial harm while also protecting the privacy of individuals who volunteer at the University.

University of Iowa – Criminal Background Check Policy - Operations Manual

<http://www.uiowa.edu/~our/opmanual/iii/09.htm#93>. This policy will be applicable to volunteers that form a new relationship with the Museum after May 1, 2007.

Focus of Check: All volunteers in the docent program and gift shop will be subject to a criminal background check. Other volunteers who will routinely interact with the public will be subject to a check at the discretion of the Director.

Domains to be Considered:

- Access to secured or sensitive areas including, but not limited to, those containing cash or financial receipts;
- Child and/or dependent adult population contact, not including University students who are under the age of 18;
- Security responsibilities;
- Performance of duties related to critical infrastructure services or significant health or safety responsibilities;

Scope of Check: The Senior HR Representative in the Office of the Provost will conduct the check and will consult with Central HR and the Office of General Counsel to determine if a nexus to the volunteer program is justified.

Advertisements: The UIMA Guidelines for Volunteers will include the following language: prior to beginning any volunteer work, volunteer may be subject to a criminal background check.

Procedures for Conducting Check – Appointees are to be given three documents described below.

- Notification and Authorization for Release of Information for Criminal Background Check form with the department and title of position completed.
- Applicant Declaration of Criminal History form with the department and title of position completed.
- A copy of the document “A Summary of Your Rights under the Fair Credit Reporting Act.”

The volunteer should be given a stamped envelope addressed to Lori Cranston, Office of the Provost, 111 Jessup Hall, Iowa City, IA 52242 and asked to return the forms as soon as possible.

A list of volunteers for whom you are requiring a background check should be sent to Lori Cranston (lori-cranston@uiowa.edu) as soon as the information is available.