

CRIMINAL HISTORY POLICY

Revised 12/2023



The Greenwood Public Library is committed to protecting our employees and patrons at all times. Therefore, no employee shall be hired without a criminal history check and sex offender search being performed prior to the offer of employment, with such offer dependent on those findings.

All volunteers who work with children or teens must also receive a criminal history check and sex offender search. Parent or guardians will be asked to approve these checks for volunteers between the ages of 14 and 18.

Current employees shall be subject to criminal history, BMV, and sex offender searches every five (5) years during their tenure at the library (or at any time during the tenure of the employee if the Director or the Board of Trustees receives information as to an employee's conduct that might be reflected on a criminal history or sex offender search). The Greenwood Public Library will consider search results with a view to job responsibilities and risk to our patrons. We retain the right to terminate employment on review of a criminal history check.

A handwritten signature in black ink, consisting of several loops and a long horizontal stroke extending to the right.

Approved by GPL Board of Trustees

A handwritten date '12/12/2023' in black ink, written above a horizontal line.

Date