

Criminal History Check Policy

Adopted December 2020

Criminal history checks are required for all prospective library staff and volunteers who are eighteen (18) years of age or older prior to performing any work or activity on behalf of the Library. Every applicant and employee will be subject to ongoing criminal background checks. Employment or continued employment is contingent upon acceptable results of these routine checks.

For current library staff and volunteers, criminal history checks are required every three years.

Discovery of a criminal history will be reviewed on a case-by-case basis by the Library Director or, in the case of the Library Director, the Personnel and Policy Committee of the Library Board of Trustees. However, a criminal history will not automatically preclude an individual from consideration for employment or a new position unless necessitated by business justifications or applicable law.

The Financial Manager, the Performance Development Coordinator, and the Library Director are authorized to initiate criminal history checks.

This policy does not apply to the Friends of the Plainfield-Guilford Township Public Library.