



YOUTH SERVICES

YS Policy No. A.2.18 “Criminal Record Check and Reporting of Arrests/Summonses”

Attachment (d) - Confirmation of Receipt of Policy

This is to acknowledge that I, _____ have received a copy of YS Policy No. A.2.18 “Criminal Record Check and Reporting of Arrests/Summonses”, which requires that all current and prospective Youth Services employees, secure care facility volunteers, interns, visitors, contracted health care and treatment providers, and education staff shall undergo an AFIS criminal record background check and a Louisiana Child Abuse Registry check prior to employment, initiation of volunteer services, visitation, or on the employee’s anniversary hire date, as appropriate.

I understand that I am responsible for familiarizing myself with the contents of this policy.

I further acknowledge that if I have any questions or need assistance, I will seek guidance from my supervisor.

Employee Signature

Date

Name (printed and legible)

Date

c: HR Liaison
PSS HR