

4.4: Background Investigations

This policy applies to all potential hires, current employees, and volunteers.

POLICIES AND PROCEDURES

Adams County strives to exercise appropriate care and discretion in the screening and placement of its employees and volunteers; therefore, the County will conduct a variety of background investigations on potential hires, current employees, and volunteers during the employment process and when required by law or policy.

People and Culture Services shall conduct all background checks, which may include Social Security Number Verification, criminal history, education verification, Sex Offender Registry, E-verify, Motor Vehicle Records, Child/Adult Welfare systems, financial/credit, applicable state systems, and any others that may be required by law or are directly related to work that the individual will be performing at the County. These background checks can be done through a third party vendor and may require a fingerprint submission.

If the background check reveals any omissions or areas of concern that are directly related to the scope of the position, potential hires, current employees, or volunteers will be notified that information has been obtained which may preclude them from the position that they were seeking. These individuals will be given the opportunity to provide mitigating or pertinent information for review and consideration.

Positions requiring background investigations include the following:

- **Potential Hires:** All applicants who are offered employment with Adams County will be subject to a background investigation. Offers of employment are contingent on the successful completion of a background investigation. New employees may not begin work until People and Culture Services receives the results of a background investigation.
- **Current Employees:** Current employees who are being considered for promotion or job change shall be subject to a background investigation. Background investigations may also be conducted during an internal investigation of an employee's alleged misconduct or when required for specific program rules.
- **Volunteers and Interns:** All volunteers and interns, whether paid or unpaid, shall have a background investigation completed before carrying out any work for the County.

4.4: Background Investigations (continued)

Background checks must be completed on all new employees, promotions, and job changes; a background check authorization form must be completed prior to a background check. Background results are valid for 30 days. Information that is obtained from a background investigation will be considered for employment purposes, as permitted by federal and state law and in accordance with Adams County policies. A designated People and Culture Services representative will review the results of the background check and will notify the appropriate people regarding the results. Information will be reviewed to determine:

- Whether false statements or material omissions were made on the individual;
- Whether an individual, based on the job duties of the position, poses a threat to security or safety in the workplace; or
- Whether an individual, based on the job duties of the position, poses a liability or risk to the county, property, or the vulnerable populations that we serve.

If negative or incomplete information is obtained, the Department Director shall consult with People and Culture Services and the County Attorney's office to assess the potential risks and liabilities related to the job's requirements and to determine whether the individual should be hired or retained. If a decision is made to not hire, promote, or retain an individual based on the results of a background check, additional Fair Credit Reporting Act requirements will be handled by People and Culture Services in conjunction with the background screening service.

Self-Disclosure

All applicants must list criminal convictions on their Adams County application for employment. This requirement applies to all internal and external candidates. Inaccurate or incomplete information contained on the application may be grounds for disqualification or termination, as applicable. A record of conviction will not necessarily result in denial or termination of employment.

All current employees and volunteers are required to immediately inform their supervisor in the event that they are arrested and/or convicted of a felony or misdemeanor, other than minor traffic violations. Additionally, current employees whose position requires a valid Commercial Driver's License (CDL) must immediately inform their supervisor if they receive a citation for any traffic violation. Depending on the circumstances, the nature of the arrest, or conviction could lead to termination of employment.