



**DOUGLAS COUNTY  
POLICY FORM**

SUBJECT PRE-EMPLOYMENT BACKGROUND CHECKS	POLICY NO. HR.IV. 1.4
TITLE PRE-EMPLOYMENT BACKGROUND CHECKS	APPROVAL DATE May 07, 2002
	REVISION/REVIEW DATE August 15, 2018

PURPOSE: To ensure the thorough and consistent screening of qualified candidates through a background investigation, which may include a criminal background check, driving record check, verification of professional references, and degree/certification verification prior to employment with the County.

DEPARTMENT RESPONSIBLE: Human Resources

DEPARTMENT (S) AFFECTED: All, except DCSO

POLICY: To ensure that the most qualified candidate is hired, all departments and Elected Offices (i.e., "hiring departments") will have a pre-employment background investigation initiated by Human Resources for all regular full-time and part-time positions and temporary positions, including positions filled by contractors, volunteers, and agency referrals who receive a proximity access card and/or Douglas County network credentials.

The pre-employment background investigation process may include a:

- 1) Criminal Background Check. This is defined as an in-depth probe of a candidate's background conducted by an investigative agency. This will be conducted on final candidates.
- 2) Driving Record Check. This is defined as an in-depth reporting of a candidate's current driving record, status, and type of driver's license. This check will be conducted on external and internal final candidates of positions that require a valid driver's license or Commercial Driver's License (CDL).
- 3) Pre-employment Reference Check. This is defined as a method for gathering specific information regarding a candidate's employment history and fit for

employment. This check is generally conducted on external and internal (if applicable) final candidates.

- 4) Degree Verification. For positions that require degrees, we will verify the candidate has been awarded the degree.

**Part 1 – Criminal Background Check:**

The Human Resources Department will coordinate the completion of the criminal background check with the appropriate investigative agencies. The pre-employment screening process may include the following components:

Candidate Notification of Criminal Background Check Requirements: Each external candidate will be notified that a criminal background check report may be requested as part of the recruitment process. To ensure that all external candidates are aware of the background investigation, they will be required to complete and sign a Douglas County Employment Application. For certain positions, based on the nature of the position, internal candidates may also be required to have a criminal background check completed.

Candidate’s Written Authorization: Final candidates will be required to sign the Authorization Regarding Background Investigation and the Fair Credit Reporting Act (FCRA) Disclosure Regarding Background Investigation forms.

Notification of Results to the Hiring Departments: After a background investigation has been conducted, and if the report is clear of any violations, Human Resources will notify the hiring manager that the candidate has passed. On a case-by-case basis, Human Resources will review the essential functions of the position against the results of the background investigation and will make a recommendation to the department head or elected official regarding a hiring decision if the background report lists any violations.

Notification of Results to the Candidate: The County will follow the FCRA’s requirements regarding notification to candidates.

Candidate’s Eligibility to Re-Apply for Employment: Each time an external candidate is a finalist for a position for which they have applied, they will be required to undergo a new criminal background check.

### **Part 2 – Driving Record Check:**

If an internal or external candidate is applying for a position within the County that requires a valid driver's license or Commercial Driver's License (CDL), the candidate will be notified to supply a copy of their current driving record or authorize HR to make an inquiry to the Department of Motor Vehicle on his/her behalf. Additional Department of Transportation requirements will apply for positions that require a CDL license.

### **Part 3 - Pre-employment Reference Check:**

Generally, hiring departments must attempt to obtain professional references on external candidates who become a finalist for a position. Internal candidates who are determined to be a finalist for a position, may also have references checked. In particular, the internal candidate's current supervisor should be contacted for a reference check. The hiring department is encouraged to review the internal candidate's personnel file in Human Resources.

Human Resources will provide several avenues to accomplish reference checks, including web-based tools and traditional telephone references (Ref: Telephone Reference Check Form).

### **Part 4: Degree Verification:**

For positions that require formal education as a qualification, a degree verification may be solicited. HR or the hiring Department may ask the candidate for proof of degree verification; HR may also use a third-party for degree verification services.

If a hiring department accepts an equivalent level of experience in lieu of education, the department should discuss this with Human Resources prior to making a job offer.

#### FORMS

Authorization Regarding Background Investigation  
FRCA Disclosure Regarding Background Investigation  
Telephone Reference Check form