



**DOUGLAS COUNTY GOVERNMENT
POLICY FORM**

SUBJECT SECURITY	POLICY NO. HR. 9.06
TITLE FINGERPRINTING COUNTY EMPLOYEES	APPROVAL DATE August 8, 2008
	REVISION/REVIEW DATE August 15, 2018

PURPOSE: To ensure all requirements are met under the CJIS Security Policy dated June 2007, Version 4.4., Section 4.5.1 Personnel Background Screening for Systems Access and Computer Terminal/Records Storage Areas Access. Designated positions held by current and future Douglas County employees will be required to submit to fingerprinting to be processed through a national database to determine criminal activities.

DEPARTMENT(S) RESPONSIBLE: Human Resources and Professional Standards will work together to ensure consistency of the process and procedures and confidentiality of the results.

DEPARTMENT (S) AFFECTED: Primarily Information Technology and Facilities Management. Positions in other departments within the County that have access to the main Sheriff’s Office, substations and information systems.

POLICY: Specific positions in Douglas County that have unfettered access to the main Sheriff’s Office, substations and information systems will be required to pass a national background check via fingerprinting. This applies to all regular and temporary positions regardless of FTE.

1) The pre-employment background investigation process includes:

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. The Human Resources Department will coordinate the completion of the criminal background check with the Sheriff’s Office. Fingerprinting will be a mandatory part of the process.

Candidate Notification of Fingerprinting Requirements: Each candidate, whether internal

or external, will be notified that a criminal background check report is mandatory 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.

Candidate's Written Authorization: Final candidates, both internal and external, will be required to sign the Authorization to Release Information and the Fair Credit Reporting Act (FCRA) Disclosure and Authorization forms.

Review of Results: All results will be reviewed by a Professional Standards representative from the Sheriff's Office and a member of the Human Resource's Department. Decisions regarding questionable or unacceptable results will be made on a case-by-case basis. Factors such as date and severity of offense will be taken into consideration.

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.

Notification of Results to the Candidate: In the event a final candidate is not recommended for hire based on the background investigation, Human Resources will notify the candidate that they have been rejected based on the information contained in the criminal background check report. Human Resources will also:

- Notify them of their rights under the FCRA,
- Provide them with a copy of the report,
- Provide them with the name, address, and phone number of the agency that conducted the report, and
- Notify them of their right to dispute its accuracy.

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 current criminal background check.

2) Current Employees

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 all current employees who hold specific positions that have been designated as a CJIS security risk. The Human Resources Department will coordinate the completion of the criminal background check with the Sheriff's Office. Fingerprinting will be mandatory for the first background check. The criminal background check will be conducted annually.

Employee's Written Authorization: Employees will be required to sign the Authorization to Release Information and the Fair Credit Reporting Act (FCRA) Disclosure and Authorization.

Review of Results: All results will be reviewed by a Professional Standards representative from the Sheriff's Office and a member of the Human Resource's Department. Decisions regarding questionable or unacceptable results will be made on a case-by-case basis. Factors such as tenure, performance, date and severity of offense will be taken into consideration. An employee who fails to pass the background check at any time may be terminated or IF POSSIBLE, be moved to a position that does not fall under this policy.

FORMS:

Authorization to Release Information
FRCA Disclosure and Authorization