

Subject: Background Investigations

Date: December 9, 2009

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Replaces Policy Dated: N/A

PURPOSE: The purpose of this policy is to provide guidelines for Human Resources staff and hiring managers for the conduct of employment verification and requesting background investigations on applicants for County positions. Having a criminal history record, a criminal conviction, or a serious moving motor vehicle violation does not necessarily preclude employment. The nature of the offense, the circumstances surrounding it and its relevance to a particular job will be considered on a case-by-case basis. The Director of Human Resources (or designee), in consultation with the Appointing Authority and Legal Counsel, when necessary, will evaluate the relevance of the criminal history of the individual being hired to the position being filled.

Policy: Pinal County will conduct background investigations and employment verifications to determine whether an applicant's background qualifies the person for a particular position.

SCOPE: This policy applies to all positions in County employment. Exceptions at the time of the execution of the policy are:

- Officials holding Elective Office.
- Employees hired by the Pinal County Sheriff's office, limited to certified law enforcement and detention staff who undergo separate background investigation processes.
- Horizon Home Care employees for which a separate background investigation process applies
- Attorneys and investigators hired by the Pinal County Attorney's Office or the Pinal County Public Defender's Office for which a separate background investigation process applies.

Definitions:

"Background Investigation": Any communication with an employee's or applicant's current or former employer that concerns the education, training, experience, qualifications and job performance of the employee or applicant and that is used for the purpose of evaluating the employee or applicant for employment. It may also include the results of any academic credentials check, any state or federal criminal history record check and the results of any state motor vehicle department record check.

"Safety sensitive" position: Any position responsible for protecting the safety and or security of another individual, or any position which includes duties that expose the employee or any other person to potential of bodily harm and will include those positions with the potential to expose the County to extensive liability including, but not limited to all classifications designated in Policy 6.2(1) E.

Procedure:

All background investigations, at a minimum, will include a national seven (7) year criminal conviction history search and employment verification.

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Additional background investigations will be conducted based upon the requirements of the position:

Positions which require a Bachelors degree or higher:	Education Verification
Positions requiring a professional license:	Professional License Verification
Positions for which Driving is a requirement:	Annual Motor Vehicle Report
Commercial Drivers License/Safety Sensitive Positions:	Annual Motor Vehicle Report Drug & Alcohol Test

A background investigation will be required for newly hired employees as a condition of employment. Background Investigations will only be conducted on the single finalist for a position. An applicant must complete and sign release forms before a background investigation is conducted. Refusal to sign release forms may eliminate an applicant from further consideration for employment

A background investigation will be conducted on a current staff employee if he/she is transferring into a position where a background investigation is required and if a background investigation was not done when the employee was hired initially. A background investigation will not be conducted for an employee transferring to the same classification (same duties, responsibilities) in the same unit.

Human Resources will coordinate the background investigation process. Results of the background investigation will be sent directly to the Human Resources representative supporting the hiring department. Only designated employees may request a background investigation or receive results. Results of all background investigations will be kept confidential and will not be disclosed except to the extent necessary to administer and enforce this policy, as provided by law, or pursuant to appropriate legal process.

The hiring unit is responsible for costs associated with conducting background investigations.