

203 Background Checks

Effective Date: 05/07/2018

We may conduct background and reference checks to ensure that individuals who work for us are well qualified and have a strong potential to be productive and successful. We may conduct these checks at certain critical times during the employment process, including but not limited to:

- The application and hiring process;
- Times when an employee is given access to restricted or confidential items, information, or data;
- Assignment to a particular project or customer; and
- Other significant employment events (such as promotions).

The types of checks we conduct may include such inquiries such as criminal history, credit history, degree confirmation, employment references, and licensure confirmation. The information we obtain via such inquiries will be considered in light of the needs and concerns underlying the check, and may take into account such things as customer directives or restrictions, the recency of the conviction, and the relevance of the information to the work to be performed.

We retain the sole discretion to determine what impact the acquired information may have on the applicant or employee in question, including discontinuation of the application process, removal from customer assignment, denying access to restricted items/information/and data, and even termination of employment. Decisions are made on an individualized basis.

Driving Records

Our insurance carrier may conduct a motor vehicle record (MVR) check at least annually for any employee listed as a driver of County vehicles. Driving privileges may be suspended for those who do not have a current, valid driver's license. Upon review of the MVR, the County may revoke driving privileges and/or take other employment action.