



Criminal Background Checks



Policy A-HR-2

August 31, 2005
Revised May 1, 2012

Purpose: Each employee is required to submit to a criminal background check within the guidelines set forth in this policy.

Policy: Three Rivers District Health Department shall require completion of a criminal background check for every individual selected for hire, re-instatement, or transfer (in) as a condition of employment. If an individual refuses to authorize the criminal background check, the offer of future employment shall be withdrawn.

Procedure: Any individual who authorizes a criminal background check has the right to review the results of the conviction check. If the individual believes the information provided is inaccurate, or otherwise invalid, the individual has the right to challenge accuracy of the report.

- I. All completed criminal background check reports will be filed in a "CONFIDENTIAL" folder in the personnel office, with access limited to staff directly involved in the hiring process. Information obtained via the criminal background check will only be disclosed to staff directly involved in the hiring process, authorized individuals, and others required by state or federal law. No information from the criminal background check will be disclosed by phone or fax.

District Director

Date

Chairperson, Three Rivers District Board of Health

Date