

BACKGROUND INVESTIGATIONS

#455

1.0 EMPLOYMENT CRIMINAL HISTORY BACKGROUND CHECK. Utah statute allows for employment criminal history background checks for employees who a) provide services to children or vulnerable adults, b) have fiduciary trust over money, c) who care for, have custody of or control of children or d) safeguard national security.

2.0 PROCESS. Employees will sign a waiver allowing a search of criminal files for information. The employee will report to the Davis County Sheriff's Office for fingerprinting. The completed fingerprint card will be forwarded to the Personnel Office with the signed waiver. The Personnel Office will transmit the information to the Bureau of Criminal Investigation (BCI) and receive reports from BCI. The Personnel Director will contact the Administrative Officer if a check turns up negative information. Paperwork will be kept on file in the Personnel Office.

3.0 CLASSIFICATIONS TO BE CHECKED. Criminal background investigations will be performed on all new employees in categories a. and c. identified in Section 1.0 of this policy. All new employees of the Health Department will be subject to criminal background investigation. In addition, criminal background investigations for employees in category b. may be authorized by the Administrative Officer. New hires will be allowed to begin employment when necessary but will be subject to immediate dismissal if the background criminal investigation reveals a criminal record.

4.0 BACKGROUND INVESTIGATIONS CONDUCTED BY SHERIFF'S OFFICE. The Sheriff's Office conducts background investigations involving a criminal background check, psychological examination, polygraph examination and credit history check. Records of these investigations shall be filed in the Sheriff's Office.

5.0 EMPLOYMENT ELIGIBILITY VERIFICATION. The Personnel Office will utilize the federal government's E-Verify system to confirm the legal employment status of all new county employees. Confirmation of legal employment status shall be a condition of employment for all new hires. When the Personnel Office receives a non-confirmation notice of the legal employment status of a new hire through the E-Verify system, the new hire will be notified and, upon request, will be allowed eight (8) days to correct the problem. If, following the eight (8) day period, legal employment status still is not confirmed through the E-Verify system, the new hire's employment shall be voided.