

# NEW CASTLE COUNTY

## PERSONNEL POLICY

NUMBER 5.14

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DATE 11/07/05

SUBJECT: Background Checks

APPROVED:



**OBJECTIVE:** To ensure the safety of all employees and citizens of New Castle County, particularly vulnerable populations such as children and senior citizens.

**STATEMENT:** In accordance with the commitment of New Castle County Government to ensure the safety of all employees and citizens of the County, background checks will be conducted on all candidates who are tentatively selected for positions with New Castle County, including full-time, part-time, permanent, seasonal and temporary positions and volunteers.

**PROCEDURE:**

1. All candidates who are tentatively selected for positions with New Castle County will be required to complete a background check. Employment or final selection for a volunteer position is contingent on successful completion of the background check. Qualified candidates for positions as described above will be required to sign a release of information form and a criminal conviction history disclosure form. (These forms may be viewed on the County portal).
2. The above-stated forms will be enclosed with the examination score letter for a sufficient number of candidates to fill the vacant position(s). For example, the top five names are certified for one vacancy; one additional name is certified for each additional vacancy. The forms must be returned at the time of the selection interview. For entry-level position recruitment processes where no testing is involved, the release of information form and the criminal conviction history disclosure form will be enclosed with the follow-up questionnaire that will be sent to applicants in the recruitment process for such positions. These forms must be completed and returned to the Office of Human Resources prior to including any applicant's name on the eligible list. For unclassified full-time/part-time, seasonal, temporary and volunteer positions where no testing or eligible lists are involved, individuals who are tentatively selected for positions will be required to complete the release of information form and the criminal conviction history disclosure form and a background check will be conducted prior to the individual beginning service with New Castle County.
3. When a signed, approved personnel requisition form is received in the Office of Human Resources with the name of the tentatively selected candidate, and filling of the position has been approved by the Chief Administrative Officer or designee, the Human Resources staff member assigned to make job offers will contact the selected individual to advise of the tentative selection and advise that employment is contingent upon successful completion of a background check as well as any other requirements for the particular position. The individual will be instructed not to give two weeks notice to their current employer until all examination processes and the background check have been completed. It should be noted that the background check process will take approximately 5 to 7 days to complete. Seasonal, part-time and temporary positions that fall under Personnel Policy 4.05 (Selection of Individuals for Temporary/Seasonal and Recurring Part-Time Positions) should be processed in accordance with that policy.

NEW CASTLE COUNTY

PERSONNEL POLICY

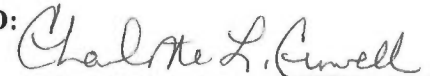
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4. The designated Human Resources staff member will coordinate all required information with the consumer investigative agency which has been contracted to conduct background checks.
5. When the results of the background check are received by the Office of Human Resources, if the results are satisfactory, and if the results of all other required processes are satisfactory, the candidate will be so notified and a start date will be coordinated. The individual will be advised to provide two weeks notice to the current employer at this time. A follow-up letter will be sent to the candidate. The hiring department will be notified.
6. If the background check indicates unsatisfactory results or questionable results, the information will be evaluated by the Chief Human Resources Officer in conjunction with the Office of Law in relation to the particular position for which the applicant is being considered. If it is determined that the results of the background check preclude the hiring of the individual for the position, a "pre-adverse action" letter will be sent to the candidate to advise that New Castle County is considering information that may negatively impact the hiring of the individual. An "adverse action" letter subsequently will be sent to the individual to notify him/her that the tentative job offer is rescinded. The hiring department will be notified accordingly so that another selection may be made.

**REQUIRED ACTION:** The Office of Human Resources staff will ensure that this policy is followed. This policy should be cross-referenced with other applicable personnel policies. Each member of management at every level of New Castle County Government is charged with the responsibility for enforcing this and all policies of the County. Managers and supervisors are required to initiate appropriate action if they become aware of possible violations of these policies, even if the violations are outside of that manager's or supervisor's area of responsibility.

Established: 11/07/05