

City of Dothan

Background Check/Investigation Policy

I. Purpose

In order to protect the City of Dothan, its employees, and the public, the City will conduct employment background checks and/or investigations on candidates selected for a position with the City. The purpose of this policy is to ensure that individuals who join the City of Dothan workforce, or are promoted to positions with certain responsibilities within the City, are qualified for the positions for which they have applied and have accurately presented their qualifications during the hiring process.

II. Scope

The City of Dothan conducts various background checks on initial hires, rehired employees, and internal transfers/promotions whether part-time, full-time, or temporary. Background checks/investigations may consist of, but are not limited to the following:

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|---|----------------------------|
| * Social Security Verification | * Criminal History |
| * Employment Verification | * Credit History |
| * Education Verification | * Drug Screen |
| * Driving Record | * Physical Evaluation |
| * Personal/Professional Reference | * Psychological Evaluation |
| * Professional License/Certification Verification | |

When applying for a position, it is the applicant's responsibility to disclose prior criminal convictions on the employment application and/or the supplemental employment application. Applicants who do not disclose requested information may, at the discretion of the Personnel Director, be denied employment for falsification of their employment application materials.

All applicants will be further evaluated based on the conducted background checks. At the discretion of the Personnel Director, any candidate who possesses an unfavorable background after determining job relatedness will not be considered for employment in the specified position.

If an employee of the City of Dothan is found to have committed a crime, misconduct, or any disgraceful conduct which reflects unfavorably on the City as an employer or public entity; such behavior may result in disciplinary action and/or termination.

III. Background Check/Investigation Procedure

A. Determining What Level of Background Check/Investigation Is Required

The Personnel Director and/or personnel department designee shall determine what type of background checks/investigations are required for each position and the position advertisement or posting will notify applicants of what background checks will be performed. Factors in making this determination include but are not limited to whether the position involves:

- Direct responsibility for the care, safety, and security of people, including children and minors.
- Direct access to, or control over, cash, checks, credit cards, and/or credit card account information.

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- Authority to commit financial resources of the City through contracts.
- Responsibility for operating a City-owned vehicle.
- CDL drivers operating City-owned vehicles for the purpose of transporting children, employees, and performing other work responsibilities.
- Access to personal identifying information about employees, management, and the public.

The Personnel Director or designee will work with other departments, organizations, agencies, etc. to obtain and assist in conducting background checks. (e.g Law Enforcement Agencies, Consumer Reporting Agencies, etc.) If the background investigation shows possible disqualifying information, the Personnel Director or designee will discuss the information with the Department Head to make sure the employment decision is made based on job relating information.

B. Background Investigation Checklist (See Section V)

C. Responsibility

All employment offers are contingent upon the City performing all necessary background checks/investigations including verification of credentials, credit reports, physicals, etc. and other information required by federal and state law.

For employment purposes, an "adverse action" means either: 1) a denial of employment; or 2) any other decision for employment purposes that adversely affects any current or prospective employee.

The FCRA requires an employer to provide a copy of the consumer report to the applicant or employee and provide the applicant or employee with a copy of his/her rights under the FCRA (the "Summary of Rights Under the FCRA") before taking adverse action based upon information contained in the consumer report.

IV. Definitions

1. **“CDL Drivers”** means individuals who are required to possess a commercial driver’s license for the purpose of transporting children, employees, or while performing work responsibilities on City-owned vehicles that require a commercial driver’s license.
2. **“Criminal history check”** means verifying that an individual does not have any disqualifying criminal history in every jurisdiction where candidate currently resides or has resided or has been employed.
3. **“Educational verification”** means confirming that an individual possesses all educational credentials that are required for the position and listed on the employment application.
4. **“Employment verification”** means confirming that an individual actually worked in the positions listed on the application. This verification should include dates of employment and verification of position(s) held for each employer.

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5. **“Fair Credit Reporting Act (FCRA)”** applies to “consumer reports” issued for multiple purposes, including employment background checks performed by third parties for the purposes of hiring, promotion, retention or reassignment.
6. **“Initial Hire”** means any new employee who has never been employed at the City of Dothan.
7. **“Internal Transfer/Promotions”** means City of Dothan employees who transfer or are promoted into different positions within the City.
8. **“License and driving record verification”** means confirming that an individual possesses all the driver’s licenses listed on the job description and application that qualify the individual for the position sought. It also includes verification of the status of such licenses.
9. **“Operates a City-owned vehicle”** means an individual who must regularly or occasionally drive a City-owned vehicle as part of his or her job duties.
10. **“Professional license and certification verification”** means verifying the validity and accuracy of an individual’s professional license or certification date of issue, and renewal and expiration dates.
11. **“Rehired Employee”** means any individual who previously was employed at the City of Dothan but who has been separated.
12. **“Sex offender registry check”** means verifying that an individual does not appear in the national database of persons who have been convicted of certain sex crimes.

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SECTION V - BACKGROUND INVESTIGATION CHECKLIST

Qualifications	SSN	Previous Employer	Sex Offender Registry	Education	Driving Record	Prof. License Cert.	Credit	City/State/County/National Crime Registry	Drug/Alcohol	Phys.
+Finance/Budget/Accounting, etc.	X	X		X		X	X	X		
**Confidential Data Telecommunicator, etc.	X	X	X				X	X		
**Safety (Police, Fire, Detention Officers, etc.)	X	X	X	X	X	X	X	X		
+**CDL Drivers (Equipment Operators, Bus Drivers, etc.)	X	X	X	X	X	X		X		
+Other Drivers	X	X			X					
+Cash/Check/CC Handling	X	X		X			X	X		
+**Contact with Minors (Seasonal, Part-time, Full-Time, etc.)	X	X	X	X		X		X		
+Professional License or Cert. Required	X	X		X		X		X		
+Degree Required	X	X		X				X		
+ All New hires								X	X	X

+ Background checks/investigations will be primarily performed by the Personnel Director or designee. Other information may be gathered/assigned to other departments/agencies; but investigation results will be returned back to Personnel for processing.

** Police Department will be the lead on performing background checks/investigations. Other agencies/departments may be utilized to gather investigative information. Any adverse employment actions based on background information must be presented to the Personnel Director or designee for further processing.

+** Personnel Department and Police Department or other law enforcement agencies/organizations will be used to gather background information. Once investigative information is complete, the findings will be submitted to the Personnel Director or designee.

(Note: All credit checks will be performed by consumer reporting agencies and reported to the Personnel Director or designee in accordance with the Fair Credit Reporting Act (FCRA) and other related state laws.)