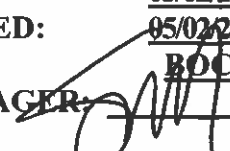

**DOUGLAS COUNTY ADMINISTRATIVE
POLICIES AND PROCEDURES**

NUMBER: 100.11
EFFECTIVE DATE: 01/20/00
REVISED: 12/19/02, 06/05/03,
05/02/24
LAST REVIEWED: 05/02/24
AUTHORITY: BOC
COUNTY MANAGER: 
PAGE 1 OF 2

SUBJECT: CONDITIONS OF EMPLOYMENT

- I. PURPOSE:** To establish standards for required background screening of selected candidates and periodic checks of County employees. Background screens serve as an important part of the employment process. The information collected is a means of promoting a safe work environment for current and future employees as well as the public the County serves. Background screens, periodic checks, and reporting requirements of existing employees mitigate the County's liability and ensure compliance with applicable regulations.
- II. POLICY:**
- A. BACKGROUND SCREEN INITIATION:** Human Resources will perform appropriate and relevant background screens post conditional job offer for positions that do not require the person to possess the power of a peace officer as identified in NRS Chapter 289. Positions which require the person to possess the power of peace officer may have background screening conducted prior to the offer of employment.
 - B. CANDIDATE/EMPLOYEE RESPONSIBILITIES:** It is the responsibility and duty of each selected candidate/employee to disclose complete accurate and truthful information to the County and Human Resources about their education, work history, applicable licensing/certification status, criminal history and driving record.
 - C. BACKGROUND SCREENING COMPONENTS:** Background screening will be related to the work being performed for the County. Components of the background screen may consist of criminal history searches and employment verification. Additional components may include but are not limited to searches of sex offender registry, child abuse and neglect registry, driving records, education records, certifications, work history, and/or credit checks. Background screening must be completed prior to starting employment with Douglas County, unless a contingent hire is requested by the appointing authority and approved by the Human Resources department. In these circumstances, employees working contingent on the completion of the full background screen shall not be permitted to work unsupervised with vulnerable populations (identified as minors and senior citizens), financial records or systems, or driving.
 - D. PERIODIC CHECKS:** The County may conduct periodic checks on employees, thereafter, related to the course and scope of the position which the employee holds or as required by relevant policy, statute and/or other job-related requirement. Periodic screens can include, but are not limited to criminal history, driving records, education

records, licensing requirements, child abuse and sex offender registry checks, or credit checks.

III. PROCEDURE:

- A. **OFFER OF EMPLOYMENT:** A conditional offer of employment shall be made in writing by Human Resources and signed by the selected candidate/employee prior to initiating the background screening process. The offer shall remain conditional until such time as the selected candidate/employee has successfully met all background screening requirements.
- B. **SIGNED WAIVERS AND RELEASES:** Background screening shall not be conducted on a selected candidate/employee prior to receiving signed waivers and releases.
- C. **BACKGROUND SCREEN FILE:** Selected candidate/employee background screening records will be maintained in the Human Resources office in accordance with County records retention guidelines. Access to these records will be consistent with applicable regulations.
- D. **EMPLOYEE REPORTING REQUIREMENTS:**
 - 1. **ARREST AND CONVICTION:** Any employee who is arrested, convicted, or pleads guilty/no contest/nolo contendere to any criminal offense or is cited for any traffic offense during work hours, must inform his/her supervisor within five (5) calendar days following arrest, conviction, or cited traffic offense. The supervisor is responsible for informing Human Resources of the employee's arrest and/or conviction upon notification. In addition, the employee must also notify their supervisor of the disposition of the charge within five (5) calendar days following disposition and the supervisor must inform Human Resources upon notification. Failure to notify the supervisor and/or Human Resources may result in discipline up to and including termination from employment.
 - 2. **LICENSING AND CERTIFICATIONS:** An employee required to obtain or maintain a license or certification as required by the employee's position must inform his/her supervisor within five (5) calendar days of any investigation, suspension, revocation or expiration of such required license or certification. The supervisor is responsible for informing Human Resources of the employee's licensing and certification status upon notification.

IV. RESPONSIBILITY FOR REVIEW: Human Resources is responsible for updating this policy and shall bring it to the Internal Review Committee for review as needed or at least once every five years