


Grant County Personnel Policy

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LAST REVISED: N/A	CONTACT: Human Resources

306 – Background Check(s)

306.1 Grant County may determine that a criminal history records check is required for all candidates of specific positions, when information as to a candidate's criminal history is job-related to the position being sought. The determination will be made on the basis of the particular requirements of the job, the employer's business necessity, and applicable federal and state laws.

306.2 Grant County is an equal opportunity employer and does not discriminate on the basis of race, sex, age, national origin, religion, disability, genetic information, or any other characteristic protected by federal, state or local laws.

306.3 When a criminal history record check is required, the Human Resource Department will request that the internal or external applicant for the position provide written authorization for the background investigation using the company-provided form and will conduct the check. The process will inquire only about convictions and probationary status, if any, and not about arrests, unless required by applicable law.

306.4 Human Resources will provide the results of the criminal history record check to the appropriate management personnel for a determination as to the candidate's fitness for the position.

306.5 Criminal history disqualifying factors: The following factors will be considered for those applicants with a criminal history in determining whether to hire the external applicant, or to transfer or promote the internal applicant:

306.5.1 The nature of the crime and its relationship to the position;

306.5.2 The time since the conviction;

306.5.3 The number (if more than one) of convictions; and

306.5.4 Whether hiring, transferring or promoting the applicant would pose an unreasonable risk to the County, its employees or its customers and vendors.

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306.6 In accord with applicable laws, including the federal Fair Credit Reporting Act, the applicant will be given an opportunity to review the criminal background check results and submit an explanation. If an applicant is found to have falsified any information regarding conviction history, the applicant will not be considered for employment. If an employee seeking a transfer or promotion to a position requiring a criminal history record check is found to have falsified any information regarding conviction history, the employee may be immediately discharged.