
**DOUGLAS COUNTY ADMINISTRATIVE
POLICIES AND PROCEDURES**

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AUTHORITY: BOC
COUNTY MANAGER: Dan Halle
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SUBJECT: CONDITIONS OF EMPLOYMENT

I. PURPOSE: To establish a standard policy regarding required conditions of employment.

II. POLICY:

- A. CRIMINAL HISTORY RECORD AND ABSTRACT OF DRIVING RECORD:**
1. The County will perform a criminal history record clearance check at the time of hire, and may conduct annual checks thereafter, for the following personnel: all management staff, Public Safety employees, Social and Senior Services employees, Airport employees, Fiscal employees, Communications employees, and employees working with children.
 3. The County will obtain a complete driving record from the Department of Motor Vehicles on all employees that operate motor vehicles within the course and scope of their employment.
 4. It is the responsibility and duty of each employee and prospective employee to provide complete accurate and truthful information to the County and Human Resources about their criminal history and driving record.

III. PROCEDURES:

- A. CRIMINAL HISTORY RECORD:** Human Resources shall ensure the individual receives the necessary fingerprint cards at the time of hire. Forms for the employee's history check shall be completed at the time of new hire appointment and the employee shall be scheduled for a fingerprinting appointment with the Sheriff's Office. All results shall be reported to the Human Resources Manager, who shall inform the employee's supervisor orally within seven days. Negative results and/or related falsification of applicant records may be grounds for disciplinary action up to and including termination. All original results shall be maintained in a confidential file in the Human Resources Division.
- B. DRIVING RECORD:** Human Resources shall obtain a complete Drivers' History Record at the time of hire and annually as necessary thereafter. Violations of traffic laws could result in disciplinary action or denial of employment. All information shall be maintained in a confidential file in the Human Resources Division.

- C. **EMPLOYEE REPORTING REQUIREMENT/ARREST AND/OR CONVICTION:** Any employee who is arrested or is convicted or pleads to any criminal offense and for conviction or plea to any traffic offense for holders of commercial drivers license or an employee while driving a County vehicle, must inform his/her supervisor within 5 days following arrest or traffic offense. The Supervisor is responsible for informing Human Resources of the employee's arrest and/or conviction when notified. In addition, the employee must also notify their supervisor of the disposition of the charge within 5 days following disposition and the supervisor must inform Human Resources as soon as possible. Failure to notify the Supervisor and Human Resources may result in discipline up to and including discharge from employment.

- IV. **RESPONSIBILITY FOR REVIEW:** The Human Resources Manager shall review this policy as needed or at least once every 5 years.

6/9/03