



## MANAGEMENT POLICY

**POLICY NUMBER:**  
**101.07**

**SUBJECT:**

Pre-Employment Screening

**EFFECTIVE DATE:**  
**4/27/2010**

**REVISED DATE:**

### I. Purpose

The purpose of this policy is to create a safe and secure workplace and to ensure that Rio Verde Fire District employees are qualified to perform their jobs, by conducting pre-employment screening, including criminal background checks on all finalists.

### II. Scope

The policy applies to all applicants for employment with the Rio Verde Fire District.

### III. Policy

It is the policy of Rio Verde Fire District to offer employment contingent upon the finalist's successful completion of the applicable pre-employment screening process as defined in this policy.

### IV. Procedure

#### A. Standard Pre-Employment Screening

1. Prior to extending an offer of employment, the District will check and verify the following information:
  - a) Educational credentials
  - b) Professional licenses or certifications
  - c) Validity of all statements made on the employment application
2. Following a contingent offer of employment, the District will conduct the following records checks:
  - a) Employment history and past performance reference checks
  - b) Fingerprint-based criminal record background check
  - c) Motor Vehicle Driver's License check
  - d) Credit history (if applicable to position)
3. The Rio Verde Fire District reserves the right to hire an independent consultant to conduct background screening.
4. Pre employment drug testing
5. Public safety personnel must successfully pass a pre-employment physical examination unless they are transferring from another PSPRS employer.
6. Signed authorization forms from the finalist are required before conducting the records checks. If the finalist refuses to provide such authorization, the individual will be ineligible for consideration for employment with the District.

#### B. Information Evaluation

1. The District will evaluate all misdemeanor, felony and motor vehicle records checks and the resulting reports. Evidence of criminal convictions or other adverse information will not automatically disqualify a finalist from

consideration. In considering whether to hire a finalist who has been convicted of a criminal offense, the District will consider the following factors:

- a) The relevance of a criminal conviction to job duties to be performed
- b) The date of the most recent offense and employment history since the commission of the crime
- c) The nature of the offense
- d) The accuracy of the information the finalist provided on the employment application
- e) If the felony occurred when the individual was a minor, consideration will be given to whether the minor was treated as an adult for purposes of prosecution.

2. Any material misrepresentation or omission on any employment application materials, including but not limited to the job application, and/or resume, may be grounds for rejection of the application or termination of any subsequent employment with the District.

C. Opportunity to Refute

1. In some cases, an outside vendor may uncover information that may disqualify a finalist from employment consideration. In such a case, the District will notify the finalist of the information and provide a minimum of five (5) days for the finalist to refute, explain, or correct the information.

D. Screening Records

1. The District manages and retains pre-employment screening information. Documents related to pre-employment screening are maintained in files separate from the employees' official personnel files. Criminal history record information is regarded as confidential and will be released only consistent with applicable law.