

Appendix D-3

Best Practice for Background Searches for Public Entity Employers

Screening Service Recommendations for Different Categories of Jobs
 Prepared for Alliant Insurance Services-MVRMA
 May 21, 2007

	Job Position/Requirements	SS No Trace (6)	Credit Report	County Criminal	Fed Criminal	National Criminal Sex Offender	M V R	Employment Verification	Education Verification	Personal Reference	Professional License	Drug Screen
1	In - Home Residential Visits	X		X		X	X					X
2	Jobs Handling Money		X	X	X	X		X	1		2	X
3	Professional Requiring Degree		X	X	X	X		X	2	3	2	4
4	Drivers (w/passengers)	X		X		X	X	X				5
5	In addition to other categories listed--for applicants who will drive a motor vehicle at some time also perform this screen (personal transportation only-no for hire passengers)						7					X
6	In addition to other job categories listed, if the job requires a Commercial Driver's License employer should also perform these screens						8					5
7	Jobs with Children	X		X		X		X			2	X
8	Jobs with Public	X		X		X	X	X	2		2	X
9	Jobs Handling Sensitive Info		X	X	X	X		X	2		2	X
10	Jobs Handling Food	X		X		X						X
11	Volunteers	X		X		X	X	X				X
12	"Sworn" Public Employees/Law Enforce./Fire	X	X	X	X	X	X	X	2			X

Notes:

X - Strongly recommended

- 1 - Accountants and Controller positions should have their degrees and certifications-licenses verified
- 2 - Only applicable to verify high school diploma, GED, college degrees or professional licenses when they are required
- 3 - Professional Reference is an option worth considering for this type of position
- 4 - Drug Screening may or may not be important for this type of position
- 5 - Testing for Marijuana can be done by hair analysis or urine (hair is roughly three times the cost of an urine test)

6- Trace applicant or volunteer's Social Security Number against any of the nationwide credit reporting databases (TransUnion's credit database is one example) to provide the most current information available. This specialized search can be used to establish an address history in conjunction with any criminal history search being conducted. This specialized search:

- returns all reported addresses associated with the input social security number, as well as the most recent phone number, aliases, age, employment, and salary information (if available).
- requires the consumer's authorization to process to comply with FCRA requirements.
- can only be processed for the permissible purpose of pre-employment.
- is a permissible purpose search that will show up as an employment inquiry on an applicant's credit report.

7 - For employees who drive a motor vehicle (includes rental cars etc.) it is strongly recommended that the employer also subscribe to regular MVR updates such as are provided by services like www.samba.biz

8- Federal Department of Transportation (DOT) regulations (49CFR 40.25) require that a check be made of all potential covered service employees previously employed by DOT regulated employers to determine if there are any positive results for drugs or alcohol or other violations of DOT agency drug and alcohol testing regulations and if DOT return to duty requirements were completed. Failure to provide this written consent would require an employer to prevent that employee from performing safety sensitive functions and may eliminate that applicant from consideration. It is also strongly recommended that the employer also subscribe to regular MVR updates such as are provided by services like www.samba.biz

Best practices were compiled from information provided by USA-FACT - This is only generally applicable information on what constitutes best practice on this date. Each organization should seek its own legal counsel for what is appropriate for their workforce, operations, and jurisdiction.