

**COUNTY OF RIVERSIDE, CALIFORNIA**  
**BOARD OF SUPERVISORS POLICY**

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**I. Purpose:**

To establish County policy for conducting pre-employment background and reference checks on potential new hires and for promotion to high-level and risk-sensitive positions, as defined herein.

**II. Policy**

It is the policy of the Board of Supervisors to have pre-employment and pre-appointment reference and background checks conducted on potential new hires for all regular and temporary positions, and for promotional candidates for specified high level and risk-sensitive positions.

The successful operation of organizational units within the County of Riverside is dependent upon selection of individuals who possess the skills, knowledge, abilities and valid credentials required of their position; and have the personal and professional attributes that will enable success in the position to which they are appointed. In addition, those selected for high level positions should have a demonstrated history of responsible and effective leadership.

To enable appointing authorities to make well-informed selections/placements, LiveScan criminal records checks through the California Department of Justice (DOJ) will be conducted prior to every new hire for regular or temporary employment at the County of Riverside. Other components of the pre-employment background check are established by the Human Resources Department based on the classification and job assignment. Background and reference checks, including a LiveScan criminal record check, are also to be conducted prior to promotion into positions at the Deputy Director level or higher, or other sensitive positions.

**III. Policy Amplification**

Background and reference checks are used to verify information provided by the applicant and to obtain additional information (i.e., a criminal record and/or significant job-related problems in prior employment) to determine suitability for the position for which they are being considered.

The County has contracts with several background check firms (3<sup>rd</sup> party vendors) to conduct background and reference checks. In addition, the Human Resources Department performs LiveScan fingerprint checks.

It shall be the policy of the County for the following steps to be taken prior to extending formal offers of employment:

1. Obtain as much job-related information as possible from the current and former employer(s) of potential hires.

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2. Verify degrees, licenses and other job-related credentials and current status of same.
3. Conduct criminal background and public records checks.

The background check is solely intended for determining an individual's initial employability, promotability, and/or acceptability as a provider of public services. Applicants will not be cleared for hire until their background checks have been completed and approved through Human Resources, unless the Human Resources Director approves a special exemption pending receipt of the background report.

Applicants must complete and sign the appropriate release/waiver form(s) prior to the County accessing background check information. Job applicants are consumers and are entitled to protections under the Fair Credit Reporting Act (FCRA) and the Investigative Consumer Reporting Agency Act (ICRAA).

Information received related to background checks shall not be stored electronically and will be destroyed after the hiring or licensing determination. Destruction of this information shall be to the extent that the identity of the individual can no longer be determined.