



## Policy: **Reference & Background Checks**

### Policy Information

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### Policy Statement

A job candidate's offer of employment is contingent upon his or her proper completion of DPS' online application, satisfactory reference checks, and satisfactory pre-employment qualifications including background checks and required health and drug screens. The hiring supervisor is responsible for verification of the applicant's work background, attendance, and performance. DPS Human Resources is responsible for conducting the criminal history check at the offer stage for each finalist who has been recommended for hire.

### Policy Details

#### **Reference Checks**

Satisfactory reference checks are a condition of employment. The hiring supervisor is responsible for verification of the applicant's work background, attendance and performance. Prior to making an offer, the hiring supervisor must contact at least two (2) of the applicant's references, one of which must be the current supervisor. This applies to both current staff applying for transfer and to external applicants.

Completion of DPS's online application signifies DPS's right to obtain pertinent information about the applicant. Applicants must complete the online application prior to having their references checked. Therefore, applicants brought in for interviews should complete the online application at that time if they have not yet done so.

All applicants who have been recommended for hire must complete a criminal conviction investigation check. Based on a job classification's hiring requirements, some positions require further background investigation (motor vehicle, academic, licensure, credit, etc.). DPS Human Resources arranges for the criminal history checks.

#### **Background Check – Criminal Conviction Information**

All applicants who have been recommended for hire will undergo a criminal conviction investigation. Human Resources will conduct the criminal record check at the offer (contingent) stage for each finalist who has been recommended for hire. As a condition of employment, the



applicant is required to complete a form that authorizes DPS to have a criminal conviction investigation performed. If the applicant does not complete the form - or if the results of the investigation are unsatisfactory - an official offer will not be extended.

The hiring process requires information concerning law violation convictions other than minor traffic violations. Applicants are required to disclose all felony and misdemeanor convictions, pleas of no contest, deferred or suspended sentences - including those that have occurred under a name other than the name provided on the application. Arrests, as opposed to convictions, should not be noted on the application. Applicants who do not disclose all felony or misdemeanor convictions, pleas of no contest, deferred or suspended sentences on the application will not be offered employment based upon failure to disclose information on the application.

Misdemeanor conviction(s) disclosed on the application may not necessarily result in a bar to employment. Misdemeanor convictions are evaluated on a case-by-case basis, considering the nature and gravity of the offense, time elapsed since the offense, conviction, or time served, and the nature of the job in question.

In most cases, felony conviction(s) may render the applicant ineligible for hire. Felony convictions are evaluated on a case-by-case basis – considering the nature and severity of the offense, the date of conviction, and the nature of the job sought. Exceptions may be made in unusual cases where the conviction does not reflect upon the applicant's suitability for employment.

#### Related Information:

Policy GCF: Professional Staff Hiring

Policy GDF-R Selection, Appointment and Reappointment of Full-time Classified Employees- Procedures

C.R.S. 22-32-109.7: Board of Education- Specific Duties- employment of personnel

E.E.O.C. Enforcement Guidance, No. 915.002 (April 25, 2012)