



## *The First Ten Plays*

### PERSONNEL CRIMINAL BACKGROUND CHECKS\*

- **Assess the need for criminal background checks for your organization. Do you need them? Who needs them? How detailed? How often?**
- **Develop an internal policy with Security and Human Resources. Personnel must be made aware upon employment that their continued employment depends on clearing a criminal background check. See: <http://www.co.umatilla.or.us/deptwebs/codes/34.pdf>**
- **Establish a regular contracted service for all background checks. Search for value. Searching for lowest cost may result in findings that are not as thorough as needed to meet the requirements of your organization.**
- **Establish standards for requirements for criminal background checks that may also include resume claims and credit history. These may be required by federal or state agencies working with your organization.**
- **Establish a secure record keeping system that will protect the outcome of any background checks. The errant release of personal information may make the organization liable for damages caused to an individual, especially if there were errors in the “low cost” background checks.**
- **Report the results of the background checks to the employee as soon as they are available. If the employee passed the check then they should be told that information. Keeping the results of a positive check away from employees destroys both moral and trust in an organization.**
- **Verify negative results from background checks before taking immediate actions. Investigative services have made errors. Data entries have been wrong at times. A serious finding, such as a felony or a false statement on a resume should be verified by at least two sources before taking an action. However, your organization should take every effort to confirm or discount the allegations within 24 hours of their discovery. Not taking timely action could put you at risk if a felony occurs during your tardiness.**
- **Verified felonies and false resumes should lead to the immediate termination of an employee, no matter at what level or position.**
- **Inform other employees of the action that was taken after the person is removed from the work area and inform them that person may never appear at the work site again.**
- **Maintain thorough records of all actions taken based on a background check.**

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*\* These are not listed in order of importance but as a group of materials that will increase the possibility of positive outcomes.*