

## Personnel Procedures Addition

### BACKGROUND INVESTIGATIONS

Background checks will be conducted in order minimize risks to agency safety and security and to safeguard our clients and agency from potential harm. Our agency deals with those members of society who are most venerable and the least able to protect themselves. Additionally, some agency staff have access to the living quarters and/or the residences of our clients. The public, the courts, and regulatory agencies expect extra vigilance during the selection process of those dealing with the infirm, the elderly, and children. Mid-Ohio Psychological Services will conduct background investigations and license verifications on all current clinical staff and all newly hired personnel. The background check will be a condition of continued employment and employment with the agency.

Background checks will be conducted by the Administrative Coordinator using local court websites, sex offender registries, state-licensing websites, and by the local sheriff's office or other approved sites to conduct fingerprinting for a criminal background check in Ohio. Mid-Ohio Psychological Services, Inc will pay the fees for the background check.

No prospective employee may have pled guilty to or have been convicted of any of the offenses listed in division (4)(a) of section 109.572 of the Revised Code. A conviction for a crime does not automatically preclude employment.

The Executive Director, on a case-by-case basis, shall consider all convictions and any pending or past charges revealed through a background check to determine whether or not the past conduct of the employee is compatible with working within the agency. Among other factors, consideration shall be given to the nature and character of the conduct, how the past conduct relates to the employee's job, the length of time since the offending conduct, rehabilitation of the employee, the employee's job performance record, and how such conduct affects the integrity of the workplace.

All background investigation information will be retained in the personnel file of the employee. Website verifications will be printed and placed in the personnel file. The criminal background investigations conducted by local sites will be mailed to the agency in 2-3 business days. The employee may view a copy of the results.

If a record of criminal conviction is found, the employee or volunteer will be given a copy of the criminal history report and asked if it is accurate prior to any final decision. If the employee disagrees with the accuracy of the report, the employee may be placed on leave at the discretion of the Executive Director until the information on the report can be verified. The employee may choose to provide other information about his/her criminal history that may be helpful in understanding the circumstances of the criminal charges.

The Executive Director will determine whether the information disqualifies the person from their position with the agency.

Any full-time non-probationary employee disciplined as a result of a background investigation may appeal such discipline to the agency board of directors.