

Purpose

To ensure a safe and secure work environment and to protect the interests of Burnet County, all new hires are required to pass a statewide criminal background check. Additionally, employees must receive Criminal Justice Information Services (CJIS): General Role Certification before being granted access to the Enterprise Justice Case Management (EJCM) software.

Scope

This policy applies to all new employees of Burnet County, including full-time, part-time, temporary, and seasonal staff. It also specifically applies to all employees who require access to the EJCM software.

Policy

1. Statewide Criminal Background Check

1.1 Requirement

- All new hires must successfully pass a statewide criminal background check as a condition of employment.

1.2 Process

- The Human Resources (HR) Department will coordinate the background check process.
- Candidates will be required to provide necessary information and consent to the background check during the pre-employment process.
- The background check will include, but is not limited to, criminal history, sex offender registry, and any other relevant databases.

1.3 Criteria

- Employment offers are contingent upon the results of the background check.
- Certain offenses may disqualify a candidate from employment with Burnet County. Disqualifying offenses include, but are not limited to, felony convictions, crimes involving dishonesty or theft, and any offenses related to violence or sexual misconduct.
- Each case will be evaluated on an individual basis, taking into consideration the nature of the offense, the time elapsed since the offense, and the relevance to the position.

1.4 Confidentiality

- Information obtained through background checks will be kept confidential.

2. CJIS Certification for Employees

2.1 Requirement

- All employees who require access to the Enterprise Justice Case Management (EJCM) software must obtain CJIS General Role certification before being granted access.
- Elected officials will be subject to meeting TLETS Eligibility Requirements to receive and maintain EJCM access. Elected officials must also obtain CJIS General Role certification to receive and maintain EJCM access.

2.2 Certification Process

- The Burnet County Sheriff's Office CSA will facilitate the CJIS certification process for applicable employees.
- Employees must complete required training and pass any necessary examinations to obtain CJIS certification.

2.3 Access Restriction

- No employee will be granted access to the EJCM software without CJIS General Role certification.

2.4 Ongoing Compliance

- Employees must maintain CJIS certification through re-certification every two years as required by state and federal regulations.
- Failure to maintain CJIS certification may result in revocation of EJCM access and potential reassignment or termination.

Implementation

- The HR Department and IT Department are responsible for the implementation and enforcement of this policy.
- Department heads and supervisors are responsible for ensuring compliance within their respective departments.

Review and Revision

- This policy will be reviewed annually and revised as necessary to ensure compliance with state and federal regulations and to address any operational needs.

Effective Date

- This policy is effective as of [Effective Date].