

Proposed update (Revised) Background Check Policy

Upon Request, the HR Department shall conduct a DPS criminal background check on a new prospective county employees prior to Official or Department Head making an offer of the position. Findings will be given to the Official or Department Head for consideration in final hiring decision.

Exceptions: Sheriff's office will perform background checks on prospective SO/Jail employees and to employee's who have access to Criminal Justice Information (CJI) and are required to undergo a comprehensive background check.

This includes, but is not limited to:

- Law enforcement personnel.
- Court system staff.
- Correctional facility employees.
- Any employee whose job functions involve accessing, storing, or training CJI, according to the FBI. This extends to employees who may have access to secured areas where CJI is received, maintained, or stored, regardless of whether access to CJI is a primary job function.

The background checks required for CJIS compliance are thorough and include:

- National fingerprint-based record check: This is a crucial element and involves searching the Integrated Automated Fingerprint Identification System (IAFIS).
- State and local criminal history checks: These checks examine criminal history at the state and local levels.
- Credit history: CJIS guidelines require a review of credit history.
- Employment history: This is also a required component of the background check.

Key aspects of CJIS personnel screening:

- Prior to granting access: The background check must be completed before an individual is granted access to CJI.
- Periodic updates: Background checks should be periodically updated to ensure ongoing compliance with CJIS requirements.
- Reinvestigation for cause: If any concerns or issues arise, a reinvestigation may be initiated.

Any Burnet County employee who, through their job functions or access to secure locations, might come into contact with criminal justice information needs to be subjected to these stringent background checks to maintain CJIS compliance.