

RESOLUTION

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BEFORE THE BOARD OF COMMISSIONERS OF BENTON COUNTY, WASHINGTON:

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IN THE MATTER OF COUNTY POLICY RE: BACKGROUND CHECKS ON NEW OR TRANSFERRED EMPLOYEES OR VOLUNTEERS

WHEREAS, the Board of Benton County Commissioners recognizes that as an employer, Benton County desires to provide its employees and the public with services which are safe and secure; and,

WHEREAS, the Board of Benton County Commissioners recognizes that the best time to screen an employee or volunteer for any incidents in his or her background which might threaten the safety or security of the public or that employee's or volunteer's co-workers is at the time employment in Benton County commences; and,

WHEREAS, the Board of Benton County Commissioners recognizes that there are certain employment and voluntary positions within Benton County which have access to sensitive records and information, including criminal justice system records, specifically, SCOMIS, DISCIS, ACCESS, and JUVIS, and that the County has a particular interest in assuring that people who have access to this information are worthy of trust; NOW, THEREFORE:

BE IT HEREBY RESOLVED by the Board of Benton County Commissioners that the Benton County Elected Officials and Appointed Department Directors shall distribute employment applications to all prospective employees and volunteers of Benton County which include an inquiry into the conviction record of that applicant which is consistent with WAC 162-12-140, and that Benton County Personnel Resources Department will provide this if requested by an Elected Official or Appointed Department Director; and,

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BE IT HEREBY FURTHER RESOLVED that the Elected Official or Appointed Department Director or the Benton County Personnel Resources Department shall, if requested by same, at the time of the orientation of any new or transferring employee or volunteer in Benton County will require said employee or volunteer to sign documentation authorizing the Personnel Resources Department to conduct a search of that employee's or volunteer's criminal conviction history in the State of Washington with the Washington State Patrol's Criminal Identification Section. This inquiry will be processed by the Benton County Personnel Resources Department. If the new employee or volunteer has moved to the State of Washington from another state within one (1) year of the date of application, the Personnel office shall make a similar inquiry at the state of origin; and,

BE IT HEREBY FURTHER RESOLVED that when the results of the search with the Washington State Patrol's Criminal Identification Section have returned, the Benton County Personnel Department shall determine whether there is an inconsistency between the background check and the information indicated on the employee's or volunteer's application form. If there is such an inconsistency, Benton County Personnel Resources Department, after conferring with the Prosecuting Attorney's Office, will so advise the hiring elected official or department head of the inconsistency; and,

BE IT FURTHER RESOLVED that if an employee or volunteer is going to commence work in a position which would give them access to criminal justice system records in either the Juvenile Justice, District Court, Superior Court or Benton County Sheriff's Office, or a current employee is transferring to one of these departments or positions in other offices or departments deemed sensitive, said employee or volunteer shall be required to report to the Benton County Corrections Department for processing of an FBI fingerprint analysis regarding their prior criminal conviction history. The fingerprint data will be coordinated by the Benton County Sheriff's Office. When the results are available (except for those pertaining to employees of the Benton County Sheriff's Department), they shall be communicated to the Personnel Resources Department,

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again for an evaluation as to whether there is an inconsistency between the background check and the information indicated on the employee's application form. This same process will be utilized regarding new employees or volunteers in the Prosecuting Attorney's Office, once that office has access to the SCOMIS, DISCIS, ACCESS, and JUVIS systems; and,

BE IT FURTHER RESOLVED that any communication between Benton County Personnel Resources Department, the Benton County Sheriff's Office, the hiring office or department, and the Benton County Prosecuting Attorney's Office (if necessary) shall be on a confidential basis. Any documentation generated by an inquiry into an employee's or volunteer's conviction history will be confidentially maintained by Benton County's Labor Law Deputy Prosecuting Attorney.

Dated this 27th day of Feb., 19 95.

A.E. Isaacson
Chairman of the Board.

[Signature]
Member.

[Signature]
Member.

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Constituting the Board of County Commissioners of Benton County, Washington.

Attest: Jeri Lynn Cabbage
Clerk of the Board

PERFECT PRINTING, PROSSER

cc: all depts.; policy book

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