

4.1.5 - Background Investigation ★

Standard: The agency process for hiring personnel shall include procedures for a national background investigation prior to appointment, including verification of a candidate's qualifying credentials, review of a candidate's civil and criminal record, particular attention to drug and child/adult-abuse records, and driving record for employees assigned to operate motor vehicles.

Suggested Evidence of Compliance: Provide the background investigation procedures and examples of background checks completed.

Informational reference in the *Management of Park and Recreation Agencies*, (2010), 3rd Ed., Chapter 16 – Human Resource Employment, pp 412-413.

Agency Evidence of Compliance:

The Park District conducts a pre-employment screening on all new employees according to the guidelines and procedures outlined in Policy on Employment Screening and Procedure on Pre-Employment Testing¹. All candidates for hire are required to complete an application, which is reviewed for any disclosed civil or criminal offenses. Copies of resumes, college transcripts, licenses, and/or certifications may also be required.

Human Resources conducts additional screenings, including both Illinois State Police² and national criminal background checks³ and the national sex offender registry checks⁴ for all new and rehired employees, as well as driving record background checks⁵ for employees assigned to operate motor vehicles. If the candidate discloses a civil or criminal offense, or one is discovered through the additional screenings, the Director of Human Resources will assess the infraction taking into consideration factors such as the Park District procedures regarding recommended criteria for disqualification as well as the position applied for to determine whether or not it will disqualify the candidate.

Documentation:

1. [04.01.05_Procedures-for-Employment-Screening.pdf](#)
2. [04.01.05_Illinois-State-Police-Example.pdf](#)
3. [04.01.05_National-Background-Check-Example.pdf](#)
4. National Sex Offender Registry Example (see image below)
5. [04.01.05_Drivers-License-Check-Example.pdf](#)

National Sex Offender Search

Results

[print view](#) [create new search](#)

0 records from a national search including all states, territories and Indian Country for First Name like [REDACTED] Last Name like [REDACTED] To view a list of the jurisdictions included in this search [click here](#)

Search performed 2/19/2015 8:17 PM EST

Agency Self Assessment: MET
