



**COUNTY OF SAN BERNARDINO
STANDARD PRACTICE**

No. 07-18 SP 1

PAGE 1 OF 4

EFFECTIVE DATE December 18, 2018

POLICY: BACKGROUND and REFERENCE CHECKS
SP: Background and Reference Check Guidelines

APPROVED
GARY McBRIDE
Chief Executive Officer

PURPOSE

The purpose of this Standard Practice is to establish procedural guidelines that promote compliance with County Policy No. 07-18, Background and Reference Checks.

DEPARTMENTS AFFECTED

Board of Supervisors, Elected Officials, all County Agencies and Departments, Board-Governed Special Districts, and Board-Governed Entities.

PROCEDURES

Provided below are the categories of Background Checks and the Candidate group subject to such checks:

Type of Candidate	Type of Position	Categories of Background Checks	
		<u>REQUIRED</u>	<u>DISCRETIONARY</u>
New Hires	ALL	<ul style="list-style-type: none"> • Fingerprint Scan • Criminal Conviction History • Address Verification • Educational Verification • Current and Prior Employment Verification • Professional License/ Certification/Credential Verification • Social Security Number Verification • Employment Eligibility (E-verify) <p>If required by the position or statute:</p> <ul style="list-style-type: none"> • FTI Background Check • DMV Motor Vehicle Record • DMV Driver's License Verification • Credit Report • Public Records Search 	

**COUNTY OF SAN BERNARDINO
STANDARD PRACTICE**

No. 07-18 SP 1

PAGE 2 OF 4

EFFECTIVE DATE December 18, 2018

Type of Candidate	Type of Position	Categories of Background Checks <u>REQUIRED</u>	Categories of Background Checks <u>DISCRETIONARY</u>
Former Employees	<p>Excluding Department Heads and Administrative positions at the DEO level or higher</p> <p>If Former Employee has separated from service for <u>more than</u> six months:</p>	<ul style="list-style-type: none"> • Fingerprint Scan • Criminal Conviction History • Address Verification • Educational Verification • Current and Prior Employment Verification • Professional License/Certification/Credential Verification • Social Security Number Verification • Employment Eligibility (E-verify) <p>If required by the position or statute:</p> <ul style="list-style-type: none"> • FTI Background Check • DMV Motor Vehicle Record • DMV Driver's License Verification • Credit Report • Public Records Search 	
Former Employees	<p>Excluding Department Heads and Administrative positions at the DEO level or higher</p> <p>If Former Employee has separated from service for <u>less than</u> six months:</p>	<ul style="list-style-type: none"> • Fingerprint Scan, <i>unless</i> employee is returning to same Department and is currently enrolled in DOJ Subsequent Arrest program <p>If required by the position or statute:</p> <ul style="list-style-type: none"> • FTI Background Check • DMV Motor Vehicle Record • DMV Driver's License Verification • Credit Report • Public Records Search 	<ul style="list-style-type: none"> • Criminal Conviction History • Address Verification • Educational Verification • Current and Prior Employment Verification • Professional License Certification/Credential Verification • Social Security Number Verification • Employment Eligibility (E-verify)

**COUNTY OF SAN BERNARDINO
STANDARD PRACTICE**

No. 07-18 SP 1

PAGE 3 OF 4

EFFECTIVE DATE December 18, 2018

Type of Candidate	Type of Position	Categories of Background Checks <u>REQUIRED</u>	Categories of Background Checks <u>DISCRETIONARY</u>
Former Employees	Department Head or Administrative Positions at DEO level or higher	<ul style="list-style-type: none"> • Fingerprint Scan • Criminal Conviction History • Address Verification • Educational Verification • Current and Prior Employment Verification • Professional License/ Certification/Credential Verification • Social Security Number Verification • Employment Eligibility (E-verify) • FTI Background Check • DMV Motor Vehicle Record • DMV Driver's License Verification • Credit Report • Public Records Search 	
Transitional Candidates		<ul style="list-style-type: none"> • Fingerprint Scan, <i>unless</i> employee is transitioning within the same Department and is currently enrolled in DOJ Subsequent Arrest program <p>If required by the position or statute:</p> <ul style="list-style-type: none"> • FTI Background Check • DMV Motor Vehicle Record • DMV Driver's License Verification • Credit Report • Public Records Search • Educational Verification (unless previously verified for the position in question) • Professional License/ Certification/Credential Verification (unless previously verified for the position in question) 	<ul style="list-style-type: none"> • Criminal Conviction History • Address Verification • Current and Prior Employment Verification • Social Security Number Verification • Employment Eligibility (E-verify)

**COUNTY OF SAN BERNARDINO
STANDARD PRACTICE**

No. 07-18 SP 1

PAGE 4 OF 4

EFFECTIVE DATE December 18, 2018

Type of Candidate	Type of Position	Categories of Background Checks <u>REQUIRED</u>	Categories of Background Checks <u>DISCRETIONARY</u>
Contractors		<ul style="list-style-type: none"> • Employment Eligibility (E-verify) • Criminal Conviction History, <i>unless</i> previously ordered by temporary agency and a copy provided to Department <p>If required by the position or statute:</p> <ul style="list-style-type: none"> • FTI Background Check • DMV Motor Vehicle Record • DMV Driver's License Verification • Credit Report • Public Records Search 	<ul style="list-style-type: none"> • Fingerprint Scan • Address Verification • Educational Verification • Current and Prior Employment Verification • Professional License/ Certification/Credential Verification • Social Security Number Verification

* Depending upon department where assigned and type of work performed, a higher category of check may be appropriate.

** Background and Reference Checks will be prepared on all Candidates who are minors to the extent allowed by and consistent with applicable law. Please contact the Human Resources Department for further direction.

LEAD DEPARTMENT

Human Resources