

**BACKGROUND CHECKS 203**

*Effective Date: 02/01/2016*

**Background Checks**

To ensure that individuals who work for Cass County are well qualified and have a strong potential to be productive and successful, Cass County may, at our sole discretion, conduct background and reference checks at a few critical junctures of the employment process. These critical junctures include, but are not limited to, the following:

- In connection with the application and hiring process;
- In connection with being given access to restricted or confidential items, information, or data;
- In connection with assignment to a particular project; and
- In connection with other significant employment events (such as promotions).

The types of checks we conduct may include such inquiries such as criminal history, credit history, degree confirmation, employment references, and licensure confirmation. The information we obtain via such inquiries will be considered in light of the needs and concerns underlying the check, and may take into account such things as client directives or restrictions, the recency of the conviction, and the relevance of the information to the work to be performed.

Cass County retains the sole discretion to determine what impact the acquired information may have on the applicant or employee in question, including discontinuation of the application process, removal from client assignment, denying access to restricted items / information / and data, and even termination of employment. Decisions are made on an individualized basis.

**Driving Records**

The County's insurance carrier may conduct a motor vehicle record (MVR) check at least annually for all employees listed as drivers of County vehicles. An employee's driving privileges may be suspended if an employee does not have a current, valid driver's license. Upon review of the MVR, the County may revoke driving privileges, reassign, reprimand, suspend, and/or terminate the employee, at the sole discretion of the County.