

APPROVED 

BACKGROUND INVESTIGATIONS

I. GENERAL

This policy establishes uniform procedures and guidelines for the administration of background investigations, including use, records security, maintenance, and enforcement requirements.

II. PURPOSE

The purpose of this policy is to ensure that the Borough exercises reasonable care in hiring individuals who, because of the nature of the Borough position applied for, their individual work experience, character, qualifications, and/or criminal history may pose a threat of injury to Borough assets, employees, patrons, and/or members of the public. The information obtained must be maintained in a confidential manner and disposed of properly.

III. RESPONSIBILITY

- A. Department directors shall ensure that their department staff follows the procedure set forth in this policy.
- B. Human Resources will obtain the information needed from prospective employees in order to complete the background investigation.
- C. The Director of Human Resources shall ensure that documentation gathered in connection with any background investigation is maintained in a confidential file, accessible only by the Human Resources Department, the Mayor or his/her designee, and the Legal Department. Criminal history record information received from the State of Alaska - Department of Public Safety will only be accessible to authorized staff who have the business need to review fingerprint-based criminal history record information and are current with biennial security awareness training as provided by the Department of Public Safety.
- D. Compliance with this policy is the responsibility of all Borough employees.
- E. Human Resources shall maintain this policy.

IV. POLICY

- A. It is the policy of the Fairbanks North Star Borough to conduct background investigations on applicants who are to be hired in positions that require specific skills, experience (fiscal/management responsibility, etc.), and/or an enhanced level of personal trust such as positions involving children, youth, the mentally disabled, and/or the physically disabled.

The final candidate for the following positions: Directors, Appointed Positions, Lifeguards, Summer Youth Supervisors, Birch Hill Supervisor, Animal Control Officers, Park Rangers, Adaptive Recreation Specialists, Van Tran Drivers, and other positions designated by the Borough Mayor or his/her designee will be

required to undergo a background investigation as a condition of employment. Vacancy announcements will indicate if final candidates will be required to undergo background investigations.

- B. As outlined in the Recruitment Policy, an applicant's suitability for a specific position may require not only fingerprinting and criminal history checks but also credit checks, driving record checks, and other investigations. The State of Alaska or other agencies may require additional background checks in order for Borough staff to access their facilities.

V. PROCEDURE

- A. Any applicant for a position described in Section IV (above) must complete and submit to the Human Resources Department a background investigation form upon request by the Human Resources Department, within two (2) business days of request. Failure to submit timely the requested documentation will eliminate the applicant from further consideration.
- B. After the hiring authority selects a final candidate for the announced vacancy, Human Resources will then conduct a background investigation of the applicant. If, in the assessment of the hiring authority, the Borough Mayor or his/her designee, and the Director of Human Resources, the investigation reveals that the final candidate is not expected to pose a threat to Borough assets, employees, patrons, and/or other members of the public or unreasonable level of risk to the Borough, the person may be offered Borough employment.
- C. If, in the assessment of the hiring authority, the Borough Mayor or his/her designee, and the Director of Human Resources, the investigation reveals that the final candidate may pose a threat to Borough assets, employees, patrons, and/or other members of the public or unreasonable level of risk to the Borough, the Borough will not offer employment to the person, and the hiring authority will then consider an alternate final candidate for the vacancy. In such a circumstance, the applicant will be notified that an adverse decision was made as a result of a consumer report and they shall be provided a summary of their rights under the Fair Credit Reporting Act.
 - 1. Assessments will determine whether there is a business need to exclude persons with conviction records from a particular position based upon the nature of the position, the nature and seriousness of the offense, and the length of time since the conviction, incarceration or discharge from probation/parole.

VI. RECORDS SECURITY, MAINTENANCE AND ENFORCEMENT

A. Records Security –

- 1. All background investigation records are maintained in the Human Resources Department, in a locked storage cabinet, and only accessible by authorized staff. Criminal history record information received from the State of Alaska - Department of Public Safety will only be accessible to authorized staff who have the business need to review fingerprint-

based criminal history record information and are current with biennial security awareness training as provided by the Department of Public Safety.

2. The Human Resources Department suite is secured with restricted access only.
3. Fingerprint cards remain under the strict control of authorized Human Resources staff until they are mailed in for processing.

B. Maintenance –

1. Criminal Justice Information (fingerprinting process) records are maintained in hard copy only.
2. Criminal Background investigation records are retained in accordance with the Borough's records retention schedule, and will be disposed of via cross-cut shredding to ensure confidentiality and appropriate destruction of information.

C. Enforcement –

1. Any employee found to have violated this policy may be subject to disciplinary action, up to and including civil and/or criminal penalties and/or termination of employment. Confidentiality Breach, under the Discipline Policy, is considered a serious infraction and may subject an employee to termination on the 1st offense.

VII. SUPPLEMENTAL INFORMATION

A. References –

1. FNSB Code – FNSB 2.32.140
2. Discipline Policy, FNSB 65.01
3. Fair Credit Reporting Act (FCRA)

B. Definitions –

Directors: Top level management positions for Borough departments.

Adaptive Recreation Specialists: Instruct recreational activity programs for the physically and developmentally disabled individuals.

Animal Control Officers: Positions that respond to animal complaint calls and conduct investigations on private property which may involve unsupervised visits.

Appointed Positions: Positions that serve at the pleasure of the Mayor and/or the elected body.

Lifeguards: Provide for the safety of spectators, participants, and staff when involved in aquatic activities. Present aquatic instructional programs.

Summer Youth Supervisors: Supervise a group of summer youth laborers from 14 years of age and older including transporting employees in a Borough vehicle to various work sites throughout the Borough.

Park Rangers: Provide for safety of park visitors, to include youth groups and staff to include those involved in aquatic activities at Chena Lakes.

Van Tran Drivers: Transport people who have varying degrees of disabilities, both mental and physical.

Others: As determined by the Mayor's office and/or Human Resources, employment positions that involve contact with youth or elderly, fiscal responsibilities, or otherwise require specific skills, experience, and/or an enhanced level of personal trust.

C. Attachments –

1. Background Investigation Form

D. Revision History

Supersedes Policy No.	Effective Dates
35.09	02/23/01
35.09	12/29/92
35.09	10/09/03
35.09	08/14/07
35.09	08/20/13
35.09	08/10/16