



POLICY AND PROCEDURES

NUMBER: 151

SUBJECT: Pre-Hire Criminal History

ACA STANDARDS:

INTERIM DIRECTOR: Lt. Col. Troy Doyle

EFFECTIVE DATE: 10/19

REVISION DATE:

I. POLICY

The St. Louis County Department of Justice Services shall conduct a criminal background check for any potential employees to determine the eligibility of each individual.

II. RESPONSIBILITIES

All St. Louis County Department of Justice Services' staff are responsible for the following procedures.

III. PROCEDURES

A. The Personnel Specialist must conduct a nationwide background check in LEWEB and have the Intake Service Center complete fingerprints on any new Justice Services employees, Corrections Medicine employees, contractors, and volunteers. Fingerprint cards must be submitted prior to an employee's date of hire or before a contractor or volunteer may enter the secure perimeter of the facility. Fingerprints must be submitted with the reason of Criminal Justice Employment.

B. The Department of Justice Services will not employ anyone with a Felony arrest or conviction.

NOTE: An employment decision for an applicant with a Class A Misdemeanor arrest or conviction will be decided at the discretion of the Director.

C. The Department of Justice Services will not employ anyone with convictions within the previous three (3) years for any misdemeanor offense or city ordinance which have an essential element of fraud, dishonesty, an act of violence, bribery, illegal drug use, sexual

misconduct, and other similar acts constituting moral turpitude as defined by the common law of Missouri.

- D.** The Department of Justice Services will not employ anyone who is a fugitive or is currently on active probation.
- E.** Before a person can be hired that has an arrest record, an Access Approval Request Form (SHP-132C) must be filled out by the Corrections Information Specialist, signed by the Director, and sent to the Missouri State Highway Patrol for approval.