

# Warren County Board of Supervisors

## RESOLUTION NO. 501 OF 2012

**Resolution introduced by Supervisors Conover, Kenny, Sokol, Merlino, Taylor, Strainer, Dickinson, Girard and Mason**

### **PROVIDING FOR BACKGROUND CHECKS OF CANDIDATES FOR MANAGERIAL LEVEL EMPLOYMENT WITH THE COUNTY OF WARREN**

RESOLVED, that effective immediately, no offer of employment shall be made to a candidate for Department Head, Deputy Department Head or managerial position of similar status, including, but not limited to, division managers, Director of Nursing, attorney, coordinator, and other similar positions, until a background investigation has been completed, and in the event it is determined to make an offer of employment, prior to completion of a background investigation, any such offer of employment made shall be expressly contingent upon the completion of a background investigation and the County's review of the results of the background investigation, and be it further

RESOLVED, that a background investigation of a candidate for employment shall include:

- a) Social Security Number and Address History,
- b) Statewide Criminal Search,
- c) DMV Search,
- d) Sex Offender Registry,
- e) Employment Verification,
- f) Education Verification,
- g) References Verification, and
- h) Credit Report; and be it further

RESOLVED, that the County Administrator's office shall make arrangements for the background checks through Alliance Worldwide Investigative Group, Inc. or such similar organization that may be approved, from time to time, by the Warren County Board of Supervisors; and be it further

RESOLVED, that the cost for any background investigation shall be paid for from the budget of the department in which the candidate is being offered employment; and be it further

RESOLVED, that the background investigation provided for herein shall not be applicable to candidates for employment in any capacity with the Warren County Sheriff's Office, provided that the Sheriff continues to complete background investigations substantially in a manner in which has been conducted to date with modifications to such investigation to lie within the purview of the Sheriff.