

Chippewa County Correctional Facility <u>Policy & Procedure</u>	Effective Date: 1/1/2015	Policy Number: 2 . 1
	Updated: 7/12/2023	Page Number: 1 of 3
Section: Personnel	Reference: NDS 2000 DHS 115.17	
Subject: Pre-Employment Records/Screening	Authority: Robert J. Savoie , Sheriff	
Rescinds: All Previously Issued Policies, Procedures, Directives, or Memoranda Relative to this Topic		

I. POLICY

It is the policy of the Chippewa County Correctional Facility to ensure that all pre-employment screening is completed by the designated supervisory personnel before a selected applicant begins a work assignment.

II. Related Forms – CCCF Pre-Employment Checklist (CCCF – 001)

- Authorization to Release Information
- PREA Hiring Statement

III. PROCEDURE

- A. CCCF shall not hire or promote anyone who may have contact with detainees, and shall not enlist the services of any contractor or volunteer who may have contact with detainees, who has engaged in sexual abuse in a prison, jail, holding facility, community confinement facility, juvenile facility, or other institution (as defined in 42 U.S.C. 1997); who has been convicted of engaging or attempting to engage in sexual activity facilitated by force, overt or implied threats of force, or coercion, or if the victim did not consent or was unable to consent or refuse; or who has been civilly or administratively adjudicated to have engaged in such activity.
- B. When considering hiring or promoting staff, CCCF shall ask all applicants who may have contact with detainees directly about previous misconduct described in paragraph (a) of this section, in written applications or interviews for hiring or promotions and in any interviews or written self-evaluations conducted as part of reviews of

current employees. Agencies and facilities shall also impose upon employees a continuing affirmative duty to disclose any such misconduct. CCCF, consistent with law, shall make its best efforts to contact all prior institutional employers of an applicant for employment, to obtain information on substantiated allegations of sexual abuse or any resignation during a pending investigation of alleged sexual abuse.

- C.** Before hiring new staff/contractor/volunteer who may have contact with detainees, CCCF shall conduct a background investigation to determine whether the candidate for hire is suitable for employment with the facility or agency, including a criminal background records check.
- D.** The following Pre-Employment Screening shall be completed by the designated supervisor before a new employee starts a work assignment:
1. Obtain and review employment application
 2. Contact and document reference checks
 3. Conduct interview with applicant
 4. Obtain an *Authorization to Release Information* Form
 5. Obtain PREA Hiring Statement (signed/dated).
 6. Complete employment fingerprints
 7. Complete criminal history/background check
 8. Obtain photocopies of social security card and operator's license
 9. Provide applicant with W-4 forms, medical emergency forms, and harassment forms. The applicant must complete and return forms to the designated supervisor
 10. Complete a drug screen/test and document results.
 11. Obtain photocopies of any relevant training documents and/or credentials.
- E.** The Jail Sergeant will ensure all items listed in Section III, paragraph 'A', sub-categories '1-8', are completed for all Corrections applicants.

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- F.** The Kitchen Supervisor shall obtain pre-employment medical clearance from applicants applying for a Food Service position.
- G.** Material omissions regarding any misconduct, or the provision of materially false information, shall be grounds for termination or withdrawal of an offer of employment, as appropriate.

IV. DISPOSITION OF PRE-EMPLOYMENT RECORDS

- A.** All employment applications, medical clearance documentation, and/or CCCF Pre-Employment Checklists will be submitted to the Jail Sergeant and Sheriff and kept on file.
- B.** All completed W-4 forms, harassment forms, medical emergency contact forms, copy of Operators License, and copy of Social Security card will be submitted to the County Administrators Office upon completion.
- C.** Unless prohibited by law, the CCCF shall provide information on substantiated allegations of sexual abuse involving a former employee upon receiving a request from an institutional employer for whom such employee has applied to work.