



<b>Policy No.</b> 713	<b>Subject:</b> Background Checks
<b>Section:</b> Other Policies and Procedures	<b>Revised:</b> 09/2019
<b>Signature:</b> Brandy McOmber, Resource Manager	<b>Version:</b> FINAL

## 1. BACKGROUND

Many employers require background reports before hiring potential employees. Some pieces of information that might be included in a background check include: driving records, vehicle registration, credit records, criminal records, Social Security number verification, education records, court records, workers' compensation, character references, military records, state licensing records, drug test records, past employers, personal references, incarceration records, sex offender lists, etc. Some sources are public records created by government agencies and may require a signed waiver. Employers may also search social networking web sites.

For some careers it will be important to confirm the job candidate's legal background to ensure there is nothing that would inhibit his/her ability to become employed. For example, a job candidate interested in careers working with youth would not have a sexual offender record.

It may be necessary to conduct a background check prior to making a decision on providing training in a particular field of study and/or for placement purposes where the job might require it. Background checks can only be done on job candidates who are off the waiting list and either developing a plan or under a plan and the background check is needed for placement. In these situations, a discussion with the job candidate should take place in advance of conducting background checks. Information obtained with a waiver or release is considered confidential and cannot be re-released without the job candidate's written permission. The intent of this policy is to ensure that employment planning will facilitate a successful career path for the job candidate and the job candidate is involved, informed and participating in next steps.



### 2. PROCEDURES

- a. **Criminal Background:** There is no fee for the Iowa Courts Online records and IVRS staff should use this as the first search method. If a more advanced search is necessary, Iowa DCI records may be obtained with a waiver signed by the job candidate. Reasons for obtaining the information will be discussed with the job candidate and documented in the file.
  - i. [Iowa Courts Online](#): is an online database searchable by anyone for free, detailing criminal history (within Iowa). Searches are conducted by name and date of birth. Select the Case Search link under Trial Court, enter a name, the displayed captcha code, and click “search” to find criminal history. This is an official database, but does not necessarily list every offense on record.
  - ii. Iowa DCI Search: to request the DCI search, counselors should first complete the [Criminal History Check Request](#) form and obtain the job candidate’s signature. The request should be forwarded to the area office Secretary 2 for processing. The area office Secretary 2 submits a DCI computerized criminal history check through the DCI SING website. Once submitted, results are typically received within one business week. There is a \$15.00 fee for the DCI records regardless of whether or not there is a criminal background found. This is authorized and invoiced in the job candidate’s IRSS record at the time the results are received. Once authorized, the final results are forwarded to the counselor originating the request.
  - iii. Child Abuse Registry: to determine whether an individual is listed on this registry, complete the [form](#) and follow instructions listed at the top of the form. This form must bear the signatures of both the individual requesting information and the subject of the request. The form must then be mailed to the address listed on the form. No preexisting account is necessary to conduct searches of the Child Abuse Registry, and there is no cost. Results are returned by mail.
  - iv. Dependent Adult Abuse Registry: to determine whether an individual is listed on the DHS Dependent Adult Abuse Registry, complete the [form](#) and follow



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instructions listed at the top of the form. The form must bear the signatures of both the individual requesting information and the subject of the request. The form must then be mailed to the address listed on the form. No preexisting account is necessary to conduct searches of the Child Abuse Registry, and there is no cost. Results are returned by mail.

- v. [Sex Offender Registry](#): is used to determine whether an individual is listed on the Iowa Sex Offender Registry. Once there, staff must read the public notice and user agreement not to take action against any individuals listed on the Sex Offender Registry and then acknowledge and accept the terms by entering and submitting the captcha code displayed on the screen. Users will then be able to search for sex offenders by name, location, and other specifications. No preexisting account is necessary, no paper form is necessary, and there is no cost. Results are returned immediately on the computer screen.
  - vi. [Department of Corrections](#): enter search criteria and the captcha code information to perform a search. No preexisting account is necessary, no paper form is necessary, and there is no cost. Results are returned immediately on the computer screen.
- b. **Driver Record:** A state agency may request a copy of a driving record from the Department of Transportation (DOT) for no cost if submitted with the privacy act [form](#), a copy of the job candidate's driver's license, and a release with permission from the job candidate to obtain the information. Requests may be mailed to: Office of Driver Services; Iowa Dept. of Transportation; P.O. Box 9204; Des Moines, Iowa 50306-9204. A job candidate may view a noncertified copy of his/her driving record online at <https://mymvd.iowadot.gov/Account/Login>. A certified copy can be ordered at a cost of \$5.50 plus an online processing fee of \$1.50 from the same website. This official driving record certified by the Iowa DOT can be used for official or legal purposes.

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510 E. 12<sup>TH</sup> STREET

DES MOINES, IA 50319



**3. APPLICABLE FORMS**

- a. [Criminal History Check Request](#)