

Conducting Criminal History Record Checks

- Adopt a policy requiring criminal history record checks that conforms to your organization's needs and policies.
- Identify the positions that require applicants to be screened using criminal history record checks.
- Check with state agencies to determine if there are any requirements for criminal history record checks for your organization's programs.
- Develop a list of disqualifying offenses and mitigating circumstances to be taken into account.
- Contact the state criminal history record repository for information concerning how to obtain criminal history record checks in your state, or retain a private firm to conduct criminal history record screening.
- Budget the necessary funding to pay for criminal history record checks.
- Review and revise application forms to reflect the requirements for performing criminal history record checks.
- Formulate an appeals process for applicants who feel that the information received by your organization is incorrect.
- Implement your screening process using criminal history record checks.
- Document the records check in the individual's personnel file.

Source: *Staff Screening Tool Kit – 3rd Edition*