

# Background Check Policy

**approved: 3/4/2024**

**effective: 3/4/2024**

RVCDS conducts background checks on all job candidates after a contingent offer of employment has been extended. A background check may also be conducted during reassignment or promotion of an employee. A third-party administrator may be used to conduct the background checks, and all background checks will be compliant with applicable laws, such as the Fair Credit Reporting Act.

The information that may be collected includes, but is not limited to:

- Criminal background – state and nationwide federal
- Education verification
- Professional and personal references
- Drug Testing
- Motor Vehicle Records
- Sex offender registry
- Child Protective Services check
- Debarred, suspended, excluded parties list

Information obtained from the background check process, including information from professional and personal references, will be used by RVCDS only as part of the employment process and will be kept confidential.

All offers of employment at RVCDS are contingent upon clearing all required background checks. RVCDS has the right to make the final decision about employing an individual after the background check is complete.