

CITY OF RAPID CITY
BACKGROUND CHECKING POLICY
Established: July 16, 2001 Revised: January 25, 2006,
Latest revision effective _____

It is the policy of the City of Rapid City to conduct a reasonable check of criminal history, references, credit and/or other relevant background information for prospective employees. The extent of such inquiries will depend on many factors, some of which are: nature and duration of the job, number of applicants, job licensure requirement and the extent of the applicant's employment history.

It will be the responsibility of the hiring manager to conduct reference checks. Upon a conditional offer of employment to the potential new employee by the hiring manager, employees will complete the necessary background check form and other requirements at the Human Resources Division. The form will include a background classification code.

Each position is assigned a background classification code. Appendix A lists the Category assigned to each position. There are six classifications Class A (Advanced), B (Intermediate) and C (Basic), with Class A the most comprehensive in nature. The least comprehensive check is C; however, if questionable issues arise in a C background the necessary checks will be conducted to address these concerns. Positions assigned a Category D and E (generally Public Safety and certain Airport classifications) have provisions in place for extensive backgrounds unique to their positions and are exempt from this policy. Category F is for fire positions. Positions assigned a dollar sign (\$) will be subject to a credit background. All temporary/seasonal employees will be given a Class C background, unless otherwise designated by the hiring manager. Background checks on volunteers or employees of temporary employment agencies will be conducted on a case by case basis depending on the nature of their assignment. The request for the background will be at the discretion of the supervising Department Director.

The criteria used to determine the Class is based on the job-related need and any one or more of the following factors can be met:

1. Has extensive contact with the public.
2. Handles money or other financial resources.
3. Is a caregiver for children or vulnerable adults.
4. Enters private homes as part of their job responsibilities.
5. Has access to materials deemed confidential under federal or state data privacy laws.
6. Has regular access to drug or controlled substances.
7. Has access to secure areas restricted to the public and other City employees.
8. Performs duties and/or are subject to conditions that would warrant a criminal history check to preserve the resources of the City.

The following are definitions of categories to be assigned to each position classification for the City of Rapid City.

<u>Category A</u> Department Director Advanced (Applicant will be required to be fingerprinted)	<u>Category B</u> Intermediate (Applicant will be required to be fingerprinted)	<u>Category C</u> Basic	<u>Category D</u> Public Safety / POLICE	<u>Category E</u> Public Safety / AIRPORT	<u>Category F</u> Public Safety / FIRE
State criminal history check	State criminal history check	Local law enforcement records check	Established standards per R&P #421.04	Established Standards of Homeland Security	State criminal history check
Federal criminal history check and/or state check where applicant has resided	Federal criminal history check and/or state check where applicant has resided	Driver's license history & status check when deemed necessary due to specific job description			Federal criminal history check and/or state check where applicant has resided
Driver's license history & status	Driver's license history & status when a DL is required for position	State and national sex offender database check			Driver's license history & status
Credit history check	Credit history check when deemed necessary due to specific job description				Local law enforcement records check where applicant currently resides
MOCIC check	Local law enforcement records check				State and national sex offender database check
Local law enforcement records check where applicant currently resides	State and national sex offender database.				MOCIC check
State and national sex offender database check	Phone interview and investigation conducted by the Police Department or a contracted investigator verifying the applicant's current and past residences and community history.				
In-person or phone interviews and investigation conducted by the Police Department or a contracted investigator. References and other relevant individuals who may have knowledge of the applicant's background will be contacted.					

The completed forms will be forwarded by Human Resources Division to the Criminal Investigations Division of the Rapid City Police Department where the background will be conducted by the Police Department. This process should take no longer than fourteen working days from the time of form submittal to return of information to the Human Resources Division. If immediate information is needed, the Human Resources Division shall contact the Criminal Investigations Division and request a priority for review.

In cases where fingerprints are required of the applicant, additional time may be required for processing.

Upon return of the background to the Human Resources Division, the hiring manager will be notified of the status of the job-related criminal background check and may review results in the Human Resources Division. The hiring manager will make the final determination to hire based on their review of the background.

The following are the guidelines for screening the applicants:

1. Any omission or false statement regarding a criminal conviction may disqualify the applicant.
2. Each applicant's background will be evaluated by the Department Director or Division manager giving consideration to the nature and date of the offense as well as any mitigating circumstances. No registered sex offenders or convicted felons can be hired without department director's approval.

If the applicant is a current employee and is found to have failed to disclose any of the above information upon his/her application, the employee will be evaluated on a case-by-case basis and subject to disciplinary action up to and including termination.

JOB CLASSIFICATION TITLE	Category	Financial
<input checked="" type="checkbox"/>		
Accounting and Grants Manager	B	\$
Accounting Clerk I	B	\$
Accounting Clerk II	B	\$
Accounting Coordinator	B	\$
Accounting Technician	B	\$
Administrative Assistant	B	
Administrative Coordinator	B	
Administrative Secretary	B	
Advocates for Community Enhancement (A.C.E.) Coordinator	C	
Air Quality Specialist	C	
Airport Executive Director	E	
Airport Finance and Administration Manager	E	
Airport Maintenance Chief	E	
Airport Maintenance Supervisor	E	
Airport Maintenance Technician I	E	
Airport Maintenance Technician II	E	
Airport Maintenance Technician III	E	
Airport Operations Supervisor	E	
Airport Operations Technician	E	
Apprentice Firefighter Medic I	F	
Apprentice Firefighter Medic II	F	

Apprentice Firefighter Medic Recruit	F	
Apprentice HVAC Technician	C	
Aquatic Coordinator	C	
Aquatic Division Manager	B	\$
Aquatic Specialist	C	\$
Assistant City Attorney I	A	\$
Assistant City Attorney II	A	\$
Assistant City Attorney III	A	\$
Assistant Finance Officer	A	\$
Assistant Fire Chief (Education and Administration)	B	
Assistant Fire Chief (Fire Prevention)	B	
Assistant Fire Chief (Operations)	B	
Assistant Growth Management Director	A	\$
Assistant Library Director	B	
Battalion Chief	F	
Building Inspector I	B	
Building Inspector II	B	
Building Inspector III	B	
Building Official	B	
Bus Driver	B	\$
Cemetery Supervisor	B	\$
Chief Accountant	B	\$
Chief Electrical Inspector	B	
City Attorney	A	\$
City Cashier	B	\$
City Electrician	C	
City Engineer	B	\$
Civic Center Assistant Food Service Manager	B	\$
Civic Center Assistant General Manager	A	\$
Civic Center Assistant Operations Manager	B	\$
Civic Center Box Office Supervisor	A	\$
Civic Center Business Manager	A	\$
Civic Center Director of Event Services	B	\$
Civic Center Events Coordinator	B	
Civic Center Food Service Manager	B	\$
Civic Center General Manager	A	\$
Civic Center Guest Services Manager	B	\$
Civic Center Maintenance/Operations Worker I	C	
Civic Center Maintenance/Operations Worker II	C	
Civic Center Maintenance/Operations Worker III	C	
Civic Center Operations Manager	B	\$
Civic Center Sales and Marketing Manager	B	\$
Civic Center Stage Manager	B	
Civic Center Technician and Production Coordinator	C	
Civic Center Tradesperson I	C	
Civic Center Tradesperson II	C	
Clerk	B	
Clerk Supervisor	D	
Code Consultant/Plans Examiner	B	
Community Development Specialist	B	

Community Planning Coordinator	B	\$
Community Resources Director	A	\$
Crime Analyst	E	
Custodial/Maintenance Worker II	C	
Deputy Airport Director	E	
Detective	D	
Development Service Center Coordinator	A	\$
Director of Growth Management	A	\$
Director of Parks and Recreation	A	\$
Electrical Inspector	C	
Emergency Medical Services Clinical Coordinator	F	
Energy Plant Manager	B	
Energy Plant Operator I	C	
Energy Plant Operator II and III	C	
Engineering Project Administrator	B	
Engineering Project Engineer	B	
Engineering Project Manager	B	
Engineering Technician	C	
Environmental Process Supervisor	B	
Equipment Maintenance Supervisor	C	
Equipment Mechanic I	C	
Equipment Mechanic II	C	
Equipment Mechanic III	C	
Evidence Detective	D	
Evidence Specialist I	D	
Evidence Specialist II	D	
Facility Maintenance/Operations Supervisor	B	
Facility Maintenance/Operations Worker	C	
Finance Officer	A	\$
Fire Captain (Education Coordinator) 40 hrs	F	
Fire Captain (Fire Prevention) 40 hrs	F	
Fire Captain (Operations) 56 hrs	F	
Fire Chief	A	
Fire Lieutenant (Education Specialist)	F	
Fire Lieutenant (Fire Prevention)	F	
Fire Lieutenant (Operations)	F	
Fleet Maintenance Coordinator	B	\$
Forensic Examiner	D	
GIS Analyst	C	
GIS Coordinator	B	
GIS Technician	C	
Golf Course Maintenance Supervisor	B	
Golf Course Superintendent	B	
Greenhouse Specialist	C	
Human Resource Manager	A	\$
Human Resource Technician	A	\$
HVAC Technician	C	
Ice Specialist	C	
Industrial Electronic Technician/Electrician	C	
Industrial Waste Supervisor	B	

Industrial Waste Technician	C	
Information Technology Analyst I	A	\$
Information Technology Analyst II	A	\$
Information Technology Analyst III	A	\$
Information Technology Officer	A	\$
Information Technology Technician I	A	\$
Information Technology Technician II	A	\$
Information Technology Technician III	A	\$
Information Technology Technician Supervisor	A	\$
Journeyman Firefighter Medic	F	
Laboratory Technician	C	
Landfill Attendant	B	\$
Landfill Operations Supervisor	B	
Landscape Architect	B	
Librarian I	B	
Librarian II	B	
Librarian III	B	
Library Associate	C	
Library Director	A	\$
Library Outreach Services Coordinator	C	
Library Technical Assistant I	C	
Library Technical Assistant II	C	
License Compliance Inspector	D	
Material Recovery Facility Maintenance Chief	C	
Material Recovery Facility Operations Chief	C	
Material Recovery Facility Operator	C	
Material Recovery Facility Supervisor	B	
Mayor's Executive Assistant/Program Coordinator	A	\$
Mechanical Inspector	C	
Media Specialist	D	
Medical Services Section Chief	F	
Office Helper	B	\$
Office Supervisor	B	
Operations Management Engineer	B	
Ordinance Officer	B	
Paralegal	A	\$
Parks Division Manager	B	
Parks Maintenance Chief	B	
Parks Maintenance Worker I	C	
Parks Maintenance Worker II	C	
Parks Maintenance Worker III	C	
Patient Billing Services Manager	F	
Payroll/Benefits Coordinator	A	\$
Planner I	B	
Planner II	B	
Planner III	B	
Planning Manager	B	
Plumbing/Gas Inspector	C	
Police Captain	D	
Police Chief	D	

Police Lieutenant	D	
Police Meter Person	D	
Police Officer	D	
Police Purchasing Specialist	D	
Police Sergeant	D	
Police Support Technician	D	
Police Support Technician Supervisor	D	
Public Works Director	A	\$
Public Works Project Administrator	B	
Rapid Transit Operations Coordinator	B	
Rapid Transit System Division Manager	B	\$
Recreation Coordinator	B	
Recreation Division Manager	B	\$
Recreation Facility Maintenance/Operations Chief	C	
Recreation Facility Maintenance/Operations Worker I	C	
Recreation Facility Maintenance/Operations Worker II	C	
Recreation Facility Maintenance/Operations Worker III	C	
Recreation Program Specialist	C	
Reservoir Tender	B	
Risk Manager/Training Officer	B	\$
RSVP Coordinator	B	\$
RSVP Director	B	\$
RTS Route Supervisor	B	
Senior Engineering Technician	C	
Senior Police Officer	D	
Solid Waste Collection Maintenance Supervisor	B	
Solid Waste Operations Worker I	C	
Solid Waste Operations Worker II	C	
Solid Waste Operations Worker III	C	
Solid Waste Operations/MRF Superintendent	B	
Staff Engineer	B	
Street Maintenance Chief	C	
Street Maintenance Operator I	C	
Street Maintenance Operator II	C	
Street Maintenance Operator III	C	
Street Maintenance Supervisor	B	
Street Superintendent	B	
Survey Party Chief	C	
Ticket Center Sales Representative	B	\$
Traffic Crash Investigator	E	
Traffic Crash Reconstructionist	E	
Traffic Engineer	B	
Traffic Engineering Technician	C	
Traffic Operations Worker	C	
Traffic Signal Technician	C	
Transit Dispatcher	B	\$
Transportation Planning Coordinator	B	\$
Urban Forester	B	
Utility Billing and Service Clerk	B	\$
Utility Billing and Service Supervisor	B	\$

Utility Field Person I	C
Utility Field Person II	C
Utility Maintenance Supervisor	B
Utility Repair Chief	C
Utility Repair Person I	C
Utility Repair Person II	C
Utility Repair Person III	C
Utility Service Coordinator	C
Utility Service Person I	C
Utility Service Person II	C
Utility Service Person III	C
Water Meter Reader I	C
Water Meter Reader II	C
Water Meter Repair Person	C
Water Production Chief of Operations	C
Water Production Operator I	C
Water Production Operator II	C
Water Production Operator III	C
Water Production Supervisor	B
Water Reclamation Maintenance Technician	C
Water Reclamation Operator I	C
Water Reclamation Operator II	C
Water Reclamation Operator III	C
Water Reclamation Superintendent	B
Water Reclamation Supervisor	B
Water Reclamation Truck Driver	C
Water Superintendent	B



COMPLETE THIS FORM ONLY IF YOU ARE 18 OR OLDER

CITY OF RAPID CITY - EMPLOYEE
BACKGROUND INVESTIGATION FORM
 Human Resources Division
 300 Sixth Street
 Rapid City, SD 57701

	Date	Initials
Human Resources	_____	_____
Recd Police Dept	_____	_____
Background Investigator	_____	_____
Supervisor	_____	_____
Human Resources	_____	_____
Hiring Manager review	_____	_____
Employee file	_____	_____
Position being hired for _____		
Category	A B C DL Reqd	CDL Reqd

This form is being completed by a City of Rapid City employee under a conditional offer of employment. **A photo identification is attached as proof of identity.** Where necessary, fingerprints may be required. Please complete the form completely. Any misrepresentation or omission of facts may cause cancellation of the application and/or separation from employment.

The hiring official making the determination of suitability will provide you the opportunity to complete or challenge the accuracy of the information contained in the identification record.

Personal History and Identification

NAME OF APPLICANT: _____, _____
(last) (first) (middle)

ADDRESS: _____ PHONE (HOME): _____
(Street)

_____ PLACE OF BIRTH: _____
(City, State, Zip)

AGE: _____ DOB: _____ SS#: _____ Driver's License _____
State issued: _____

HEIGHT: _____ WEIGHT: _____ HAIR: _____ EYES: _____ RACE: _____ SEX: _____

You must be a citizen of the United States or have the right to work in the United States legally. If you are not a citizen or national of the United States, please attach proof of Lawful Permanent Resident - Alien Number or proof that you are an alien authorized to work.

Please list the local telephone number(s) at which you can be contacted and the hours you can be contacted:

Phone: () _____ Hours: _____--_____

Phone: () _____ Hours: _____--_____

*****CONTINUED ON REVERSE SIDE*****

Systems Checked: (for Department use only)

Driver's License: _____ RCPD/PCSO: _____ NCIC: _____ DCI: _____ OTHER: _____

Information Summary:

Beginning with current employment, please list all jobs you have held in the past five years and the dates of employment. If more space is required, please provide information on an additional sheet of paper.

Company Name	Street Address	City, State	Dates Employed

LEGAL

Have you ever been convicted for any crime (excluding traffic citations)? Yes ____ No ____
 If yes, please provide details below.

Approx. Date	Agency & State	Circumstances & Disposition

Are you currently on probation or parole? Yes ____ No ____ If yes, please list the name and phone number of your probation officer.

Name _____ Phone _____

WAIVER TO PERMIT BACKGROUND INVESTIGATION

I, _____, hereby authorize the Rapid City Police Department to conduct an investigation into my complete history, including my former employment, together with any and all information concerning my abilities, personal character, credit history, arrest record, etc.

I hereby release any law enforcement agency, company, corporation, or individual from all liability for furnishing information concerning me in response to this investigation.

 Signature of Applicant

 Date

**FAILURE TO DISCLOSE INFORMATION
 WILL ADVERSELY AFFECT THE RESULTS OF THIS INVESTIGATION.**

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