




**Government of the District of Columbia  
Department of Human Services**

**FAMILY SERVICES ADMINISTRATION**

<b>POLICY TITLE</b>		Suitability Screening for Service Provider Employees & Volunteers Serving Clients of the DC Department of Human Services	
<b>GOVERNMENT OF THE DISTRICT OF COLUMBIA</b>    <b>DEPARTMENT OF HUMAN SERVICES</b>	<b>APPROVED BY:</b>	Rachel Pierre	<b>REVISION HISTORY:</b>
	<b>DATE:</b>	1/26/24	
	<b>EFFECTIVE DATE:</b>	1/29/24	

**1. Policy**

This policy outlines the requirements for employment suitability screening for contracted providers and sub-grantees serving clients (hereinafter “Service Providers”) of the District of Columbia (“District” or “DC”) Department of Human Services (DHS) Family Services Administration (FSA). This policy covers:

- The different types of staff positions,
- General suitability screening,
- Requirements for drug screening and,
- Requirements for criminal background screening.

This policy applies to all Service Provider full-time and part-time staff (including Service Provider employees and contracted staff, volunteers, interns, sub-grantees and subcontractors). Service Providers must ensure all required checks are conducted before submitting clearance packages to the appropriate DHS Contract Liaison Specialist or Grant Administrator (hereafter referred to as CLS/GA) for approval.

Service Providers include any entity funded by FSA. This policy applies to all Service Providers regardless of the type of award, including but not limited to contracts (including Human Care Agreements) and grants.

FSA reserves the right to revise this policy at any time.

**2. Background**

All Service Provider staff, volunteers, subcontractors, sub-grantees, interns, and any other individuals tasked with implementing the Service Provider’s scope of work with FSA clients must exercise good judgment, discretion, and a high level of professionalism. The FSA client population consists of adults, children, youth, and families, who may possess varying degrees of vulnerability. Service Provider staff and unsupervised

volunteers who provide case management or other services that require direct contact with clients must possess good character, stability, discretion, empathy, and sensitivity. The overarching goal of this policy is to ensure the greatest degree possible of the safety of FSA clients and that FSA clients are served by committed professionals who meet rigorous standards while also recognizing the authority Service Providers have in making their own hiring decisions.

FSA recognizes that racial and socio-economic factors have contributed to the disproportionate impact of the criminal justice system on certain individuals. Further, individuals with criminal records experience limits in their access to employment, housing, and educational opportunities. FSA supports initiatives to provide second chances to individuals and families, especially when their “debt to society” is paid. This policy is not intended to add hurdles to individuals’ community reentry, but to define the exercise of due diligence required in identifying and mitigating risks necessary to ensure FSA clients receive services in a safe and secure environment.

### **3. Definitions**

**Adult:** Any individual who has reached the age of majority under District law as defined in D.C. Official Code § 46-101 or qualifies as an emancipated minor under District law.

**Agreement:** Any contract, grant or human care agreement entered between a Service Provider and DHS for the provision of services.

**Child:** An individual twelve (12) years of age and under.

**Client:** An individual or household seeking, receiving, or eligible for Continuum of Care services covered by the Homeless Services Reform Act of 2005, as amended, D.C. Official Code §§ 4-751.01, *et seq.*) (HSRA).

**Contract Liaison Specialist (CLS):** The individual authorized by the Contracting Officer (CO) to perform all actions necessary to verify whether services conform to the quality and other requirements of a contract. Also, referenced as Contract Administrator.

**Contracting Officer (CO):** The official authorized to bind the District contractually through a Human Care Agreement (HCA) or contract and all documents relating to the contract.

**Clearance Package:** The required background clearance material submitted by the Service Provider to the CLS/GA.

**Criminal Background Check:** The investigation of an individual’s criminal history through the record systems of the Federal Bureau of Investigation (FBI) and the District of Columbia Metropolitan Police Department (MPD). Other agencies may be involved as appropriate.

**Family:** A group of individuals with at least one minor or dependent child, regardless of blood relationship, age, or marriage whose history and statements reasonably tend to demonstrate that they intend to remain as a family unit or a pregnant woman in her third trimester.

**Grant Administrator (GA):** One authorized by the terms of the grant agreement to perform all actions necessary to verify whether services conform to the quality and other requirements of a grant agreement.

**Protection Sensitive Positions:** Positions that are not safety sensitive positions, but that include duties or responsibilities that involve caring for children, youth or vulnerable Adults.

**Security Sensitive Position:** Positions of special trust that may reasonably be expected to affect the access to or control of activities, systems, or resources that are subject to misappropriation, malicious mischief, damage, or loss or impairment of communications or control.

**Service Provider:** The entity selected by the District to provide services and perform activities set forth in an Contract or Grant agreement.

**Service Provider Staff:** All employees, interns, work-study hires, and volunteers, in any full-time, part-time, temporary, or seasonal position. This definition applies to the listed categories for contractors and subcontractors.

**Volunteer:** An individual who works without any monetary or any other financial compensation.

**Vulnerable Adult:** One who is eighteen (18) years of age or older who has a physical or mental condition that impairs one’s ability to provide for one’s own care or protection.

**Youth:** An individual between thirteen (13) and seventeen (17) years of age.

**4. Authority**

This policy is consistent with the mission of FSA and with all applicable federal and District of Columbia laws and regulations, including, but not limited to, the following:

Item	Document Type	Title	Date
1	D.C. Law	Criminal Background Checks for the Protection of Children Act of 2004; D.C. Law 15-353; D.C. Official Code § 4-1501.01, <i>et seq.</i> , as amended.	April 13, 2005
2	D.C. Regulations	Criminal Background and Traffic Records Checks for District Government Contractors that Provide Direct Services to Children or Youth, 27 DCMR Chapter 5	May 1, 2009
3	D.C. Law	Fair Criminal Record Screening Amendment Act of 2014; D.C. Law 20-152; D.C. Official Code §§ 32-1341 - 32-1346.	December 17, 2014
4	Mayor’s Order	Updated District Government Sexual Harassment Policy, Guidance and Procedures; Mayor’s Order 2023-131	October 31, 2023
5	D.C. Law	Homeless Services Reform Act of 2005; D.C. Law 16-35; D.C. Official Code § 4-751.01, <i>et seq.</i> , as amended	October 22, 2005
6	D.C. Law	Human Rights Act of 1977; D.C. Law 2-38; D.C. Official Code §§ 2-1401.01, <i>et seq.</i> , as amended.	December 13, 1977

## 5. Legal Authority

- A. Mayor's Order 2008-92, dated June 26, 2008, and with the concurrence of the City Administrator; Mayor's Order 2007-95, dated April 18, 2007; Mayor's Order 2012-84, dated June 18, 2012; and in accordance with the provisions of the Child and Youth, Safety and Health Omnibus Amendment Act of 2004, effective April 13, 2005 (D.C. Law 15-353; D.C. Official Code §§ 4-1501.01 et seq. (2012 Repl.)); and Sections 422 (2), (3), and (11) of the District of Columbia Home Rule Act, approved December 24, 1973 (87 Stat. 790; D.C. Official Code §§ 1-204.22(2), (3), (11) (2012 Repl.)).

## 6. Requirements

### A. General.

DHS expects Service Providers to maintain a highly qualified and diverse workforce comprised of suitable individuals of moral character and dedication to carry out the work funded by DHS in a manner that honors the public trust. These employees must be committed to promoting the safety and security of FSA clients.

DHS expects Service Providers to assess the suitability of each applicant, appointee, volunteer, and employee through uniform background checks and drug and alcohol testing, as deemed necessary through the requirements outlined below, which meet DHS's need for flexible personnel administration, government accountability, individual privacy, and other protected rights.

### B. Positions Subject to Enhanced Suitability Screening

Not all positions have the same requirements. The types of positions that are subject to enhanced suitability screenings for Service Provider appointees, volunteers, and employees are positions with duties and responsibilities that shall be categorized as follows:

**Safety sensitive**, which are positions in which it is reasonably foreseeable that, if the employee performs the position's routine duties while under the influence of drugs or alcohol, the employee could suffer a lapse of attention or other temporary deficit that would likely cause actual, immediate and serious bodily injury or loss of life to self or others.

**Protection sensitive**, which are positions that are not safety sensitive positions, but that include duties or responsibilities that involve caring for children or vulnerable Adults.

**Security sensitive**, which are positions of special trust that may reasonably be expected to affect the access to or control of activities, systems, or resources that are subject to misappropriation, malicious mischief, damage, or loss or impairment of communications or control.

Please see additional details and examples of the types of positions that fit each category below.

Service Providers are expected to keep records of all staff working on a Scope of Work funded by FSA and which category each staff fall into – general or one of the positions where enhanced suitability screening is needed. DHS may request these records at any time for oversight purposes.

Each Service Provider head (or his or her designee), with the concurrence of the CLS/GA, shall determine and designate which Service Provider staff, volunteers, subcontractors, interns, and any other individuals tasked with implementing the Service Provider's scope of work with FSA are subject to enhanced suitability screenings.

- a. The Service Provider head (or his or her designee) shall establish a roster of the designated positions. This roster can be requested by DHS at any time for review.
- b. A Service Provider shall not automatically designate every position as safety, protection, or security sensitive. The Service Provider must consider individually each position according to the relevant factors.

Each Service Provider shall review position sensitivity designations whenever the job description is updated or changed to ensure that they are consistent with the position's actual duties and responsibilities. A Service Provider employee who is detailed, temporarily promoted, or temporarily reassigned from a non-covered position to a covered position shall affirmatively agree to an enhanced suitability screening upon the effective date of the personnel action, and to periodic criminal background and traffic record checks, as appropriate, while detailed, temporarily promoted, or temporarily reassigned to the covered position.

### **C. General Suitability Screening**

General Suitability Screening is applicable to all Service Provider staff, volunteers, subcontractors, sub-grantees, interns, and any other individuals tasked with implementing the Service Provider's scope of work with FSA.

After the issuance of an offer of employment, and to the extent practicable before actual employment commences, all individuals shall undergo a general suitability screening. Service Provider shall conduct a general suitability screening that includes verification of the following:

- a. Past employment, including dates and titles held.
- b. Educational background, including all relevant diplomas, degrees and relevant certifications.
- c. Licenses, certifications, and training, required for the position; and
- d. At least three (3) reference checks to ascertain character, reputation, relevant traits, and other relevant qualities, and whether the individual providing the reference would recommend the applicant for the position for which he or she is being considered. The reference checks shall be made with the individual's former employer except that personal references may be utilized instead of, or in addition to, checks with former employers, as deemed necessary by the personnel authority.

All Service Providers must maintain records of the suitability screening process that can be shared with DHS upon request.

All Service Providers must ensure that all staff, volunteers, subcontractors, sub-grantees, interns, and any other individuals tasked with implementing the Service Provider's scope of work with FSA meet the staff requirements outlined in the Agreement with DHS.

All Service Providers must maintain records verifying that staff meet these requirements that can be shared with DHS upon request.

Unless otherwise provided by law or regulation, in filling a position subject to a general suitability screening, a screening need not be conducted if the appointee is already employed with the Service Provider in a position subject to a general suitability screening, and the nature of the personnel action for the new appointment is one (1) of the following:

- a. Promotion.
- b. Demotion.
- c. Reassignment; or
- d. An appointment or conversion of an employee or sub-contractor who has been serving continuously with a Service Provider for at least one (1) year in a position(s) under an appointment subject to a general background check.

#### **D. Safety Sensitive Positions – General Provisions**

In addition to the general suitability screening, individuals applying for, or occupying Service Provider safety sensitive positions are subject to the following checks and tests:

- a. Criminal background check.
- b. For those serving children reports from the Child Protection Register of the District's Child and Family Services Agency (CFSA) and the National Sex Offender Registry.
- c. Traffic record check (persons who occupy a safety, protection, or security sensitive position and drive as part of their routine duties).
- d. Pre-employment drug and alcohol test.
- e. Reasonable suspicion drug and alcohol test;
  - a. Some signs of impairment may include:
    - b. Bloodshot eyes, pupils larger or smaller than usual.
    - c. Unusually disheveled physical appearance.
    - d. Falling asleep or fainting.
    - e. Tremors, slurred speech, or impaired coordination; and
    - f. Unusual smells on breath, body, or clothing.
- f. Post-accident or incident drug and alcohol test.
- g. Random drug and alcohol test; and
- h. Return-to-duty or follow-up drug and alcohol test.
  - a. Employees in safety sensitive positions who acknowledge a drug or alcohol problem and complete a counseling or rehabilitation program, shall be subject to return-to-duty and follow-up tests, except when the employee has been separated from the safety-sensitive position.

Examples of safety sensitive duties and responsibilities include, but are not limited to:

- a. Operating large trucks, heavy or power machinery, or mass transit vehicles, tools, or equipment.
- b. Handling hazardous quantities of chemical, biological or nuclear materials.
- c. Maintaining the safety of patrons in and around a pool or aquatic area.
- d. Engaging in duties directly related to the public safety, including, but not limited to, responding or coordinating responses to emergency events.
- e. Carrying a firearm; and
- f. Direct care and custody of children, youth, or other vulnerable persons, which may affect their health, welfare, or safety.

## **E. Protection Sensitive Positions – General Provisions**

In addition to the general suitability screening, individuals applying for, or occupying Service Provider protection sensitive positions are subject to the following checks and tests:

- a. Criminal background check.
- b. Traffic record check (as applicable);
- c. Pre-employment drug and alcohol test.
- d. Reasonable suspicion drug and alcohol test.
- e. Post-accident or incident drug and alcohol test; and
- f. Return-to-duty and follow-up drug and alcohol test.
- g. Medical screening; Physical and Tuberculosis screening

Examples of protection sensitive duties and responsibilities include, but are not limited to:

- a. Coordinating, developing, or supporting recreational activities.
- b. Managing, planning, directing, or coordinating educational activities; and
- c. Performing tasks involving individual or group counseling.

## **F. Security Sensitive Positions – General Provisions**

In addition to the general suitability screening, individuals applying for, or occupying Service Provider positions deemed security sensitive are subject to the following checks and tests:

- a. Criminal background check.
- b. Traffic record check (as applicable).
- c. Reasonable suspicion drug and alcohol test; and
- d. Post-accident or incident drug and alcohol test.

Examples of security sensitive duties and responsibilities include, but are not limited to, positions that:

- a. Handle currency.
- b. Have the ability to create, delete, or alter the financial, personnel, payroll, or related transactions of another person.
- c. Have routine access to the personal identifying information of others.
- d. Have routine access to master building keys or controls.
- e. Have the ability to create, delete, or alter any form of credentials, including, but not limited to, computer network credentials and any form of government identification.
- f. Have involvement in or access to homeland security and emergency management plans, after action reports, analytical products, hazard analyses, and/or risk assessments that relate to preparedness, response, mitigation, protection of critical infrastructure and key assets, or the protection of data related to persons and/or property before, during, and after an act of terrorism, manmade or natural disaster, or emergency event.
- g. Have access to networks, files, or drives that include classified, law enforcement sensitive, or for official use only information related to federal or District government terrorism investigations or other man-made disasters in either electronic or hard copy.

## **G. Volunteers**

Individuals providing voluntary services to Service Providers shall be subject to general and enhanced suitability screening, as specified above.

## **H. Criminal Background Checks – General**

The Service Provider shall request any required criminal background checks.

Appointees, employees, or volunteers subject to criminal background checks shall submit to a criminal background check by means including, but not limited to, fingerprint and a National Criminal Information Center check.

Criminal background checks for covered positions shall be conducted:

- a) For appointees, within sixty (60) days following the acceptance of a conditional offer;
- b) For safety and protection sensitive employees and volunteers, at least once every two (2) years; and
- c) For security sensitive employees and volunteers, at least once every four (4) years.

Criminal background checks shall be conducted in accordance with the Metropolitan Police Department (MPD) and Federal Bureau of Investigations (FBI) policies and procedures and in an FBI-approved environment.

Third party criminal background check services can be used instead of requesting a background check from MPD if the Service Provider can provide evidence that the third party has access to MPD records.

As a condition of employment, each individual subject to a criminal background check shall execute an acknowledgement and consent to the criminal background checks.

An individual with proof of an active federal security clearance shall not be subject to a criminal background check.

The Service Provider shall submit all required criminal background checks for new staff to their DHS Contract Liaison Specialist (CLS) or the DHS Grant Administrator by a means designated by the CLS/GA for review.

## **I. Assessing Criminal Histories**

Upon receipt, the CLS/GA shall review an individual's criminal history.

The CLS/GA shall assess any derogatory information within the criminal history and determine whether the individual, if serving in the position, would pose a present danger to children or youth, the public or other employees; or would pose a threat to the integrity of operations.

All criminal convictions shall be considered when assessing suitability based on a criminal history.

The CLS/GA will evaluate an individual's criminal history to determine whether he or she is suitable for service. To make this determination, the CLS/GA shall consider each criminal offense in the context of:

- a. The specific duties and responsibilities of the position.



- b. The bearing, if any, the derogatory information has to those duties and responsibilities.
- c. The length of time that has passed since the criminal offense (s).
- d. The age of the individual at the time of the criminal offense (s).
- e. The frequency and seriousness of the criminal offense (s).
- f. Any mitigating information provided by the individual in response to the derogatory information.
- g. The contributing social or environmental conditions; and
- h. The District's policy favoring re-entry of ex-offenders into its work force.

No individual may hold a Service Provider position that has direct unsupervised contact with children or youth, if he or she has been charged with any sexual offense(s) involving minors, and for such offense(s):

- a. Was convicted, pleaded guilty, pleaded *nolo contendere*, placed on probation before judgment, or otherwise placed on a stet docket; or;
- b. Was found not guilty by reason of insanity.

The CLS/GAs will make a determination on the acceptance of the candidate for the position based on the documentation provided.

Service Providers shall not submit clearance documents that are older than six months old.

#### **J. Drug and Alcohol Testing – General Provisions**

Each Service Provider with safety or protection sensitive positions shall contract with a professional testing vendor(s) to conduct required drug and alcohol testing. The vendor(s) shall ensure quality control, chain-of-custody for samples, reliable collection and testing procedures, and any other safeguards needed to guarantee accurate and fair testing.

Subcontractors subject to random drug and alcohol testing shall be provided a notice stating that their position is safety sensitive and that they are subject to random drug and alcohol testing, including for the presence of cannabis.

- a. Service Providers shall provide the notice to each safety sensitive employee at least once a year.
- b. Subcontractors shall acknowledge receipt of each notice.
- c. Failure on the part of an Service Provider to provide the annual notice required by paragraph (a) shall not (i) invalidate a positive drug or alcohol test result if the Service Provider can establish that the employee had actual, prior notice of the applicable drug and alcohol testing policy, or preclude an agency from taking any action required under federal law after a positive drug or alcohol test result.
- d. DHS may waive the annual notification requirement for Service Providers based on a supported showing of significant operational hardship.

Unless otherwise required by law, an employee shall be deemed unsuitable and there shall be cause to separate an employee from a covered position:

- a. A positive drug or alcohol test result.

- o Subcontractors may reserve the right to provide additional medical information relevant to positive testing result. If testing proceeds as inconclusive or diluted, agencies (at their discretion) can allow individuals to retest within 24 hours
- b. A failure to submit to or otherwise cooperate with drug or alcohol testing; or
- c. In the case of an employee who acknowledged a drug or alcohol problem, failure to complete a counseling or rehabilitation program(s) or failing a return-to-duty drug or alcohol test.

The program administrator shall rescind a conditional offer or decline to make a final offer of employment to an appointee subject to pre-employment testing if he or she:

- a. Fails or otherwise refuses to submit to a required drug or alcohol test;
- b. Fails or otherwise refuses to follow instructions given during a required drug or alcohol test; or
- c. Has a positive drug or alcohol test result.

**K. Accuracy and Validity of the Screening for Drug Use and Criminal Background Checks**

The Service Provider shall be notified of any disqualifying information and given a time period specified by the CLS/GA of no more than seven (7) calendar days in which to respond in writing upon request of the candidate.

If the Service Provider believes there are extenuating factors that should qualify a candidate for clearance, an appeal shall be requested in writing by the provider on official letterhead and attached to the clearance package. The letter must include:

1. The candidate's Name and Address
2. Any related specific exculpatory facts including dates as appropriate
3. Any related mitigating circumstances including dates as appropriate
4. Any errors of record

If an application is denied because the CLS/GA determines that the applicant is not acceptable, the Service Provider shall notify the applicant and inform the applicant of options consistent with applicable laws and regulations.

The Service Provider may appeal decisions made with DHS.

- a. The Service Provider must submit a written appeal within 30 days to their CLS/GA.

**L. Applicability of Standard Contracting Provisions**

The Standard Contract Provisions for use with District of Columbia Government Supplies and Services Contracts dated July 2010 ("SCP") are incorporated into this Policy by this reference. A copy of the SCP is attached hereto. An electronic copy of the SCP may be found at [www.ocp.dc.gov](http://www.ocp.dc.gov). In the event that a provision from this Policy is in conflict with a provision in the SCP, the terms of the SCP shall govern.

Regulations governing criminal background and traffic records checks for District Government contractors that provide direct services to children or youth, under 27 D.C.M.R. §500, *et seq.* are incorporated into this Policy by this reference. In the event that a provision from this Policy is in conflict with a provision under 27 D.C.M.R. §500, *et seq.*, the terms of the regulations shall govern.

**M. Self- Disclosure Requirements**

All Provider staff, subcontractors, sub-grantees, and volunteers subject to the requirements of this Policy shall be required by the Service Provider to self-disclose post-screening criminal convictions, felony charges, and suspension or revocation of a driver's license (for those with responsibility for driving as demonstrated in the position description), filed against them that occur on or after the Effective Date of this Policy within three business days. . Providers notified of a post-employment conviction, felony charge, or license suspension shall immediately report the information to the CLS/GA for the applicable Agreement for clearance re-evaluation.

**Attachments:**

**A:** Table of Requirements

**B:** Frequently Asked Questions

Item	Description	Frequency	Submission	Criteria
Traffic Record Check	<p>The provider shall ensure that all employees transporting clients are eligible to drive and have an active driver's license. The Provider shall obtain the <b>traffic records</b> for applicable employees from the motor vehicle administration in the jurisdiction in which the individual currently resides.</p> <p>The Provider shall provide insurance and registration information for vehicle transporting DHS clients upon the CA's request.</p>	Prior to appointment and every two years or as necessary due to suspected clearance changes.	CLS/GA	The CLS or GA will review the Providers records and procedures as needed to ensure that applicable traffic record checks have been completed. Random reviews of the providers insurance and vehicle registration will be completed by the CLS or GA as needed.

Item	Description	Frequency	Submission	1. Criteria
Criminal Background Check	<p>To be conducted in accordance with the policies and procedures of the <b>Metropolitan Police Department (MPD) and the Federal Bureau of Investigation (FBI)</b>.</p> <p>Required Criminal background checks include, but are not limited to, fingerprinting and a National Criminal Information Center (NCIC) check.</p>	<p>Prior to appointment and every two years thereafter or as necessary due to suspected clearance changes.</p> <p>Candidates with criminal history will be assessed for hire using listed assessment factors in the Criteria section.</p>	CLS/ GA prior to hiring the candidate	<ol style="list-style-type: none"> <li>2. Specific job duties and responsibilities and the bearing that the information has to these duties and responsibilities.</li> <li>3. Nature and Gravity of Offense (Misdemeanor? Felony? Plea/Conviction)</li> <li>4. Age of Offense (the length of time that has passed since the criminal conviction);</li> <li>5. Facts/Circumstances Surrounding the Offense.</li> <li>6. Work History Pre-conviction/plea (Similar job Evidence that the individual performed the same type of work, post-conviction, with the same or a different employer, with no known incidents of criminal conduct)</li> <li>7. The age of the individual at the time of the offense;</li> <li>8. The frequency and seriousness of the offense;</li> <li>9. Rehabilitation Efforts(education/training)</li> <li>10. Contributing social or environmental conditions; and District law and policy regarding re-entry of ex-offenders into the workforce.</li> </ol>

<p>Drug and Alcohol Tests</p>	<p><b>Mandatory drug and alcohol testing</b> shall be utilized to ensure that each applicant, appointee, volunteer, and employee possesses the character and background necessary to efficient work with the District's vulnerable population.</p> <p>The contractor shall ensure each appointee or employee in a safety sensitive position is subject to random drug and alcohol testing and shall execute consent to the testing required by the HCA or grant agreement.</p> <p>Applicants are tested for the presence of drugs only. Employees can be randomly</p>	<p>Prior to appointment and randomly thereafter or as necessary due to suspected drug or alcohol use.</p>	<p>CLS/GA</p>	<p>The drug test is used to determine the presence of the following illegal drugs/controlled substances</p> <ul style="list-style-type: none"> <li>• marijuana,</li> <li>• cocaine,</li> <li>• opiates,</li> <li>• amphetamines, phencyclidine,</li> <li>• Codeine</li> <li>• derivatives,</li> <li>• methamphetamines,</li> <li>• and synthetic drugs</li> </ul> <p>The CLS will review the Providers records and procedures as needed to ensure that applicable drug and alcohol testing is occurring as required.</p> <p>11.</p>
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	<p>tested for the presence of both drugs and alcohol.</p> <p>These tests are mandatory, and they shall be performed by an outside contractor at a laboratory certified by the United States Department of Health and Human Services (HHS) to perform job-related drug and alcohol forensic testing. Results shall be negative to be acceptable.</p>			
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Tuberculosis Screening	A negative <b>Tuberculosis (TB) Screening shall</b> be provided prior to appointment. An annual TB Screening Questioner shall be submitted if there is a positive reading, or a chest x-ray is required. A licensed physician shall sign the medical clearance.	Prior to appointment and every two years or as necessary due to suspected clearance changes.	CLS/GA	Screening results must be signed by a licensed physician/practitioner.
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<p><b>General Suitability Screening</b></p>		<p>The Provider shall conduct a general suitability screening that includes verification of the following:</p> <ul style="list-style-type: none"> <li>a. Past employment (/Resume), including dates, compensation, titles held, duties, performance, and reason for separation; if applicable</li> <li>b. Educational background, including all relevant diplomas and degrees; if applicable</li> <li>c. Licenses, certifications, and training, required for the position; if applicable and</li> </ul> <p>At least three (3) reference checks to ascertain character, reputation, relevant traits, and other relevant qualities, and whether the individual providing the reference would recommend the applicant for the position for which they are being considered. The reference checks shall be made with the individual's former employer; except, that personal references may be utilized instead of, or in addition to, checks with former employers, as deemed necessary by the personnel authority.</p>	<p>Prior to appointment.</p>	<p>CLS/GA</p>
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<p>Background Checks (Child Related)</p>	<p>Includes reports from the <b>Child Protection Register of the District's Child and Family Services Agency (CFSA) and the National Sex Offender Registry.</b></p>	<p>Prior to appointment and every two years or as necessary due to suspected clearance changes.</p>	<p>CLS/GA</p>	<p>No individual may hold a position that has direct unsupervised contact with children or youth, if he or she has been charged with any sexual offense (s) involving minors, and for such offense(s):</p> <ul style="list-style-type: none"> <li>a) Was convicted, pleaded guilty, pleaded <i>nolo contendere</i>, placed on probation before judgement, or otherwise placed on stet docket; or</li> </ul> <p>Was found not guilty by reason of insanity.</p>
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