



# Chatham County, NC

## Legislation Text

---

**File #:** 24-5146, **Version:** 1

---

### Vote to adopt a Resolution Amending the Chatham County Criminal History Check Policy

**Introduction & Background:** The Chatham County Criminal Record Check Policy, adopted June 6, 2011, establishes the general guidelines conducting criminal record checks for all final applicants for full-time, part-time, limited term, and temporary employment, and if deemed necessary, final applicants for volunteer positions.

**Discussion & Analysis:** The policy has been updated to include the following changes:

The backup for the Human Resources Director has been changed from the Assistant County Manager to the Human Resources Analyst.

The language in the policy has been updated to read as follows:

*Before the County may deny or terminate employment based upon the criminal history record information, the Human Resources Director or in their absence, the Human Resources Analyst shall speak with the candidate to verify the existence of the record and ensure that it belongs to the individual. The Human Resources Director or the Human Resources Analyst will offer the candidate the opportunity to provide facts or circumstances surrounding the offense that the individual feels should be considered.*

*If the individual believes the record or records are incorrect, the Human Resources Director or Human Resources Analyst will provide a letter to the candidate with the location(s) of the conviction to allow the candidate the opportunity to deliver proof within five calendar days, that such record or records are in error. Certified public records from the county or counties would be considered proof. The candidate will incur any cost associated with obtaining such records or proof.*

In the prior version, records were verified by the Human Resources department by either obtaining a certified copy of the criminal background or obtaining fingerprint records. The department has decided to change the verification method so that an HR representative will address the issue directly with the applicant and the burden will now be on the applicant to provide proof of the validity of the record.

How does this relate to the Comprehensive Plan: Not applicable

Budgetary Impact: None

**Recommendation/Motion:** Motion to Approve a Resolution Amending the Chatham County Criminal History Check Policy.