

GENERAL DISTRIBUTION

**WEST VIRGINIA
DIVISION OF CORRECTIONS
& REHABILITATION**

NUMBER: 135.00

EFFECTIVE DATE: 14 December 2023

**SUBJECT: PRE-EMPLOYMENT
PROCESSING**

POLICY DIRECTIVE

PURPOSE:

To ensure uniformity in the hiring process of all prospective Division of Corrections and Rehabilitation (DCR) employees.

REFERENCE:

WV Code §§15-1F-10, 15-2C-1 *et seq.* and 15A-3-5; Medical Cannabis Act, WV Code §16A-1-1 *et seq.*; Prison Rape Elimination Act (PREA) §§115.17 and 115.317; WV Division of Personnel Policy DOP-P9 Employment References; and 143CSR4 Title 143 West Virginia Division of Personnel Pre-Employment Reference and Inquiries Rule.

RESPONSIBILITY:

No additional written instructions on this subject are required.

CANCELLATION:

Any previous written instructions on the subject including DCR Policy Directive 135.00, dated 22 March 2021; DCR Commissioner's Instruction #DCR23-04, dated 01 August 2023; and DCR Commissioner's Instruction #DCR23-05, dated 04 August 2023.

APPLICABILITY:

All facilities and work units within the Division of Corrections and Rehabilitation (DCR). This Policy is available for general distribution.

DEFINITIONS:

Appointing Authority: The executive or head of a department of agency who is authorized by statute to appoint employees in the classified or classified-exempt service.

POLICY:

- I. All facilities and work units shall comply with all procedures outlined herein during the hiring of individuals seeking employment (including temporary) with the Division of Corrections and Rehabilitation (DCR). Pre-employment processes are typically the responsibility of the human resources department. Work units without on-site human resources staff may coordinate with local facilities to assist with pre-employment functions. Each superintendent, or work unit supervisor or director as appropriate, shall ensure that the following events take place as noted below.
 - A. When appropriate, the human resource department/designee will notify qualified individuals of the date and time of their interview.
 - B. Applicants for Correctional Officer positions must complete the online Correction Selection Inventory (CSI) if they have not already completed, and/or the results are not available for review. This can be accomplished at the beginning of the pre-employment process but must be completed prior to the structured interview. **NOTE:** It cannot be assumed the applicant has completed the CSI through the Division of Personnel (DOP).
 - C. Appropriate staff shall interview prospective employees to determine whether they will continue in the hiring process.
 1. Superintendents, or work unit supervisors/directors as appropriate, shall approve appropriate structured interview questions to assist in determining the applicant's suitability for the position.
 2. All applicants shall be asked about misconduct utilizing the Sexual Misconduct Questionnaire as contained in the *DCR PREA Manual*. The applicant's response to those questions ensures that the DCR shall not hire anyone who may have contact with inmates or residents who:
 - a. Has engaged in sexual abuse in a prison, jail, lockup, community confinement facility, juvenile facility, or other institution (as defined in 42 U.S.C. 1997).
 - b. Has been convicted of engaging or attempting to engage in sexual activity in the community facilitated by force, overt or implied threats of force, or coercion, or if the victim did not consent or was unable to consent or refuse.
 - c. Has been civilly or administratively adjudicated to have engaged in the activity described above.
 3. The DCR shall also consider any incident of sexual harassment in determining whether to hire anyone, who may have contact with inmates or residents.

4. Correctional Officer applicants who scored low in any areas of concern on the Corrections Selection Inventory (CSI) shall be asked additional interview questions as provided by the CSI.
- D. The following steps (#1 through #6) are required for all applicants who successfully complete the initial interview and are recommended for further consideration. However, these actions may be taken prior to the initial interview for efficiency.
1. Applicants not currently working for DCR are asked to provide names and contact information for three (3) professional references. (Applicants with little or no prior work experience may use teachers or other school personnel for professional references.)
 2. Verification of Selective Service registration (male applicants).
 - a. No male person who has attained the age of eighteen (18) years who fails to be in compliance with the Military Selective Services Act is eligible for employment by or service with the state or a political subdivision of the state, including all boards, commissions, departments, agencies, institutions and instrumentalities.
 - b. In order to ensure compliance with state law, when employing males between the ages of eighteen (18) and twenty-five (25), the DCR shall attach a copy of the applicant's Selective Service Registration Card to the personnel transaction.
 - c. Verification is not required of applicants who are twenty-six (26) years of age or older.
 3. Prospective Correctional Officers shall undergo a pre-agility physical examination as defined in **Attachment #1**.
 - a. The pre-agility physical examination shall be conducted by appropriate medical personnel or the prospective employee's physician/practitioner of choice at their expense. Facilities without medical departments shall make arrangements for the pre-agility physical examination.
 - b. Prospective Correctional Officer candidates who pass the pre-agility physical examination shall complete the established Physical Agility Test.
 4. Physical agility testing (Correctional Officer positions only) as described in DCR Policy Directive 148.01 is conducted.
 5. Applicants are asked to review the Conditions of Employment (**Attachment #2** for Correctional Officers or **Attachment #3** for Non-Uniformed Positions, including Probation/Parole Officers) and sign acknowledging their understanding. The

applicant is given a completed copy, and the original shall be maintained with the applicant's background investigation information.

6. All applicants are advised they will undergo a background check, including criminal records check in accordance with state and federal guidelines. Applicants acknowledge their understanding and authorization by signing a Background Investigation Applicant Authorization (**Attachment #4**) and an Authority to Release Information (**Attachment #5**). In order to obtain comprehensive national and state criminal history records, **there will be two (2) actions taken for every applicant.**
 - a. A completed and signed copy of the Background Investigation Applicant Authorization (**Attachment #4**) will be provided to a terminal operator at a National Crime Information Center (NCIC) terminal to conduct an NCIC Interstate Identification Index (III) (often referred to as triple i) and driver's license query as follows:
 - i. Facilities with NCIC terminals (HCC&J, MOCC&J, and SMCC&J) will complete their own background checks on prospective employees.
 - ii. Bureau of Juvenile Services (BJS) and Central Office's prospective employee's background checks will be completed by the designated NCIC terminal at Central Office.
 - iii. All other facilities and Parole Services will have their background checks for prospective employees completed by the NCIC terminal at the DCR Corrections Emergency Operations Center.
 - b. An Interstate Identification Index (III) will also be requested by submitting fingerprints of the applicant via the LiveScan terminal to the West Virginia State Police as a "law enforcement applicant." Facilities and other work units without a LiveScan terminal (e.g., parole offices, central office, etc.) will require the applicant to submit their prints via a LiveScan terminal at a convenient DCR location.
 - c. Correctional Officer applicant's backgrounds must be clear of felony convictions. Upon discovery (either through self-admission or background check) of a Correctional Officer applicant having a prior felony conviction, no additional pre-employment steps are to be taken.
 - d. Felony convictions in all other applicant's backgrounds will be considered on a case-by-case basis with regard to the effect it would have on the applicant's job performance. Factors to be considered when determining whether convictions have a connection to the duties and responsibilities of the position include, but are not limited to, nature and gravity of offense(s), age at time of conviction, length of time since conviction, sentence imposed, rehabilitation received,

specific prohibitions in State code, and employment history before and after conviction. Prior to a conditional offer of employment, the specific circumstances are to be provided to the applicable Assistant Commissioner or Chief of Staff for consideration and approval. This same process will be followed prior to an offer of employment for any applicant (including Correctional Officers) with misdemeanor convictions.

- e. Applicants for employment in the Bureau of Juvenile Services (BJS) will also complete and sign the Authorization and Release for Protective Services Record Check (**Attachment #6**) provided by the Department of Health and Human Resources. Responses will be returned to the human resource department of the facility or work unit. The Protective Services Record Check will also be completed anytime a DCR employee is requesting to transfer into BJS.
- E. A prospective employee who successfully completes all pre-employment processes described above and who has been selected for employment shall be offered conditional employment at the discretion of the superintendent or work unit supervisor/director as appropriate. The conditional offer of employment will be made on the letter template provided by the Division of Personnel (**Attachment #7**). The anticipated starting salary per hour must include four (4) decimal places (e.g., \$00.0000). This letter is to be signed by the facility Superintendent or Acting Superintendent. For non-facility work units, the letter is to be signed by the Work Unit Supervisor or Director as appropriate.
1. Since the criminal background records check will take some time to complete, the prospective employee shall be advised that any offer of employment is contingent on successfully completing all steps in the employment process, including passing the background check.
 2. If the information received indicates that the applicant was less than truthful and/or the issue cannot be resolved satisfactorily, at the Appointing Authority's discretion, the conditional offer of employment may be rescinded.
- F. In accordance with state code, **all** prospective correctional employees shall pass a preemployment drug screening prior to being hired. The drug screening will be conducted by designated DCR staff trained to conduct urinalysis (not the medical provider) and shall **not** be conducted until the applicant has been offered and accepted conditional employment. If the test is positive, the presumptive positive sample is sent for confirmation testing by an agency designated approved laboratory for a confirmed analytical result.
- G. Applicants for Probation/Parole Officer positions after accepting the conditional offer of employment shall complete the Employee Selection & Development Inc. assessment. A link for this on-line assessment can be obtained by contacting the human resources section at the Division of Administrative Services (DAS). NOTE: All

category responses require further exploration with the applicant to make an appropriate analysis.

- H. The human resource department/designee shall attempt to contact the professional references provided by the applicant. In order to proceed in a timely manner, this contact may be by telephone or email. Professional references who previously or currently employed the applicant shall be asked to verify employment and indicate whether they would rehire the applicant. All references who are agreeable may be asked to describe/rate characteristics which would help the applicant succeed in the position if the agency should offer employment. These characteristics may include work ethic; interpersonal skills with his/her peers; attendance; responsibility and initiative; work skills; performance; goal accomplishment; and ability to understand and follow instructions. References who so request shall be provided a copy of the applicant's authorization to release and release of liability (**Attachment #5**).
- I. For applicants who currently or previously worked for another DCR facility or work unit, the superintendent or work unit supervisor/director as appropriate (or designee) shall contact the other facility or work unit for information that may be helpful in making a hiring decision.
- J. Once the selected applicant has accepted the conditional offer of employment, applicants who completed the initial interview process shall be notified they were not selected. Pre-employment files for those not selected can be destroyed after one (1) year.
- K. When selecting a "rejection code" on a Division of Personnel register, the designation of "Not Suitable for Employment – Failed Background Check or Failed Drug Screening" may only be used in the following circumstances:
 - 1. Correctional Officer applicants background check reveals felony conviction(s).
 - 2. Pre-employment drug screening results are confirmed positive by an agency designated approved laboratory and results are not due to a prescription from a healthcare provider or a medical cannabis card.
- L. Once the selected applicant has accepted the conditional offer of employment and no later than the first day of employment, the prospective/new employee must verify his/her identity and employment authorization by completing the U.S. Citizenship and Immigration Services I-9 Form. This includes citizens and noncitizens. The I-9 Form and detailed instructions can be found on the U.S. Citizenship and Immigration Services website.
- M. In order to verify his/her identity and employment authorization, the prospective/new employee must provide a valid, unrestricted driver's license and social security card, which shall be copied and maintained in the new employee's confidential personnel

file. (For non-facility staff without a valid driver's license, a list of acceptable documents to establish identity are listed in the I-9 instructions.)

- II. In order to ensure all required procedures outlined in this Policy have been completed, the Pre-Employment Checklist (**Attachment #8**) will be used.
- A. This is an internal measure to ensure uniformity in the hiring process.
- B. DAS may also provide a Checklist for Transactions listing all documentation that is required to be sent to DAS.

ATTACHMENT(S):

- #1 Report of Physical Examination (2 pages)
- #2 Conditions of Employment – Correctional Officer (2 pages)
- #3 Conditions of Employment – Non-Uniformed Positions (2 pages)
- #4 Background Investigation Applicant Authorization (2 pages)
- #5 Authority to Release Information
- #6 Authorization and Release for Protective Services Record Check (**BJIS only**) (2 pages)
- #7 Conditional Offer of Employment letter template
- #8 Pre-Employment Checklist (Internal Use Only)

APPROVED SIGNATURE: _____

William K. Marshall III

William K. Marshall III, Commissioner

12/14/2023

Date

WEST VIRGINIA DIVISION OF CORRECTIONS AND REHABILITATION
REPORT OF PHYSICAL EXAMINATION

PLEASE PRINT

Name: _____
Last First Middle

Home Address: _____
Street

City State Zip

Date of Birth: _____ Height: _____ Weight: _____

Phone: _____

ATTENTION MEDICAL PERSONNEL: This individual is an applicant for employment with the West Virginia Division of Corrections and Rehabilitation. Applicants for employment are required to participate in moderate physical activity for physical agility testing.

CLINICAL EVALUATION

Check Each Item:	Normal	Abnormal
Lungs & Chest	_____	_____
Heart	_____	_____
Vascular System	_____	_____
Abdomen/Viscera	_____	_____
G-I System	_____	_____
Upper extremities	_____	_____
Lower extremities	_____	_____
Feet	_____	_____
Spine	_____	_____
Other Musculoskeletal	_____	_____
Eyes/Ears/Nose/Throat	_____	_____
Hearing	_____	_____
Blood Pressure	_____	_____
Pulse Rate:	_____	
Hypertension Rx:	_____	

Name: _____
Last *First* *Middle*

Describe any abnormalities: _____

Pre-Existing Conditions (LIST ONLY THOSE THAT RELATE TO THE QUESTIONS ON
PRECEDING PAGE): _____

Medications Currently Being Taken and Reasons For: _____

Allergies: _____

Examinee *is* _____ qualified for moderate physical activity

Examinee *is not* _____ qualified for moderate physical activity

Signature of Medical Personnel *Date*

Physician's or Medical Practitioner's Name, Address, and Phone Number (PRINTED):

DIVISION OF CORRECTIONS AND REHABILITATION
CORRECTIONAL OFFICER
CONDITIONS OF EMPLOYMENT

1. Satisfactorily complete the Correction Selection Inventory (CSI).
2. Satisfactorily complete an initial interview.
3. Satisfactorily complete a pre-agility physical examination.
4. Satisfactorily complete a physical agility test.
5. Satisfactorily complete drug-screening testing as required.
6. Character and suitability for employment verified through an agency investigation.
7. Possess a valid, unrestricted driver's license.
8. Legally able to possess a weapon in the State of West Virginia.
9. Successfully complete an initial Tuberculin PPD test and as required thereafter.
10. Successfully complete orientation training.
11. Successfully complete Basic Training.
12. Successfully complete On-the-Job Employee Training Program (OJT).
13. Successfully complete annual in-service training.
14. Successfully complete specialized training.
15. Successfully complete a twelve (12) month probationary period.
16. Subject to mandatory overtime requirements and must be available for assignment to any location in the State of West Virginia.
17. Required to work various shifts and schedules are subject to change at any time.
18. Required to maintain a working phone in order for agency to contact them.
19. Required to possess the ability to perform the essential functions and tasks of the job.

EXCLUSION FROM EMPLOYMENT
AUTOMATIC REJECTIONS

1. Criminal records check reveals felony conviction.
2. False statements on any official application or employment document or during the interview process.
3. Has engaged in sexual abuse in a prison, jail, lockup, community confinement facility, juvenile facility, or other institution or has been convicted of engaging or attempting to engage in sexual activity in the community facilitated by force, overt or implied threats of force, or coercion, or if the victim did not consent or was unable to consent or refuse or has been civilly or administratively adjudicated to have engaged in such activity.
4. At least three (3) former employers state that the applicant would not be re-hired.
5. Failure to meet minimum requirements of the specified job title to include:
 - a. Pre-employment drug screening
 - b. Pre-agility physical examination
 - c. Physical agility testing
 - d. Valid driver's license
 - e. Education and/or experience requirements

If the applicant fails to authorize, complete, or cooperate with the background investigation process then the application is considered incomplete and withdrawn. The application is void, no suitability determination is made and there is no right to an appeal. Circumstances which constitute a discontinuance or failure to cooperate and result in the application being withdrawn include but are not limited to:

1. Refusal to fully complete and sign a release and/or waiver.
2. Refusal to be fingerprinted.
3. Failure to respond within ten (10) calendar days to a request for any required information.
4. Failure to report a citation or arrest for an infraction that occurs after a conditional offer of employment has been made and during the background investigation process.
5. Omission of required information pertaining to prior criminal convictions.
6. Withdrawal of the application or the applicant cannot be located or contacted.
7. Disqualification or determination of ineligibility for reasons other than background investigation.

I have read and understand the conditions of employment as a Correctional Officer with the West Virginia Division of Corrections and Rehabilitation. I further understand that if I do not meet all of the minimum requirements listed above, I will not be eligible for employment, or a conditional offer of employment will become invalid, and I will be dismissed from employment.

Date

Applicant's Signature

Date

Witness's Signature

To be signed by the applicant. Keep with pre-employment background investigation.

cc: Applicant

DIVISION OF CORRECTIONS AND REHABILITATION
NON-UNIFORMED POSITIONS
CONDITIONS OF EMPLOYMENT

1. Satisfactorily complete an initial interview.
2. Satisfactorily complete drug-screening testing as required.
3. Character and suitability for employment verified through an agency investigation.
4. Possess a valid unrestricted driver's license. (The requirement to possess a valid unrestricted driver's license may be waived for non-facility employees at the discretion of the Appointing Authority.)
5. Successfully complete an initial Tuberculin PPD test and as required thereafter.
6. Successfully complete orientation training.
7. Successfully complete Basic Training (if applicable).
8. Successfully complete On the Job Employee Training Program (OJT).
9. Successfully complete annual in-service training.
10. Successfully complete specialized training.
11. Successfully complete a six (6) month or twelve (12) month probationary period (depending on the position).
12. Subject to mandatory overtime requirements and must be available for assignment to any location in the State of West Virginia.
13. Required to work various shifts and schedules are subject to change at any time.

EXCLUSION FROM EMPLOYMENT
AUTOMATIC REJECTIONS

1. False statements on any official application or employment document or during the interview process.
2. Has engaged in sexual abuse in a prison, jail, lockup, community confinement facility, juvenile facility, or other institution or has been convicted of engaging or attempting to engage in sexual activity in the community facilitated by force, overt or implied threats of force, or coercion, or if the victim did not consent or was unable to consent or refuse or has been civilly or administratively adjudicated to have engaged in such activity.
3. At least three (3) former employers state that the applicant would not be re-hired.
4. Failure to meet minimum requirements of the specified job title to include:
 - a. Pre-employment drug screening
 - b. Education and/or experience requirements

If the applicant fails to authorize, complete, or cooperate with the background investigation process then the application is considered incomplete and withdrawn. The application is void, no suitability determination is made and there is no right to an appeal. Circumstances which constitute a discontinuance or failure to cooperate and result in the application being withdrawn include but are not limited to:

1. Refusal to fully complete and sign a release and/or waiver.
2. Refusal to be fingerprinted.

3. Failure to respond within ten (10) calendar days to a request for any required information.
4. Failure to report a citation or arrest for an infraction that occurs after a conditional offer of employment has been made and during the background investigation process.
5. Omission of required information pertaining to prior criminal convictions.
6. Withdrawal of the application or the applicant cannot be located or contacted.
7. Disqualification or determination of ineligibility for reasons other than background investigation.

I have read and understand the conditions of employment as a non-uniformed employee with the West Virginia Division of Corrections and Rehabilitation. I further understand that if I do not meet all of the minimum requirements listed above, I will not be eligible for employment, or a conditional offer of employment will become invalid, and I will be dismissed from employment.

Date

Applicant's Signature

Date

Witness's Signature

To be signed by the applicant. Keep with pre-employment background investigation.

cc: Applicant

DIVISION OF CORRECTIONS AND REHABILITATION

Background Investigation

Applicant Authorization

I, _____, do hereby affirm the information supplied by me on the Employment Application, during the interview(s), pre-agility exam (Correctional Officer positions only), and all other selection processes is true and complete. I also do hereby acknowledge that I understand a background investigation will be made in the following areas:

- **Criminal History** – A criminal record check will be conducted utilizing N.C.I.C. and other sources, including fingerprinting, to ascertain whether there are criminal convictions which have a specific relationship to job performance. A criminal record does not automatically exclude an applicant from consideration for employment. Factors such as age at the time of offense, seriousness, nature of the violation and rehabilitation will be considered. Applicants for Correctional Officer positions must be able to possess a weapon in the State of West Virginia.
- **Employment History** – Verification of previous employers as listed on the application and reference requests completed by those employers, to include disciplinary history.
- **Education** – Verification of education and training information.
- **Any other work-related area** deemed necessary or appropriate as the investigation progresses.

The Division of Corrections and Rehabilitation reserves the right to verify any information provided on the Employment Application during the interview and any other information obtained during the selection process.

I understand that if I wish to challenge the accuracy and/or completeness of information provided by the West Virginia State Police, Federal Bureau of Investigation or other entities reporting information, I must appeal to the law enforcement agency or other entity providing the information.

I hereby declare that the answers to the questions on my application and related paperwork which I have completed, and any attachments to same, are true, complete, and accurate to the best of my knowledge and belief. I understand that any misstatements of fact(s) or omissions may form the basis for rejection of my application or for my dismissal after employment.

Furthermore, I also understand that I may be offered employment on a conditional basis while the information I have supplied is verified. I fully understand that the terms of this document must be satisfactorily met in order for me to continue employment. If any material misrepresentations have been made, I understand that I will be separated from employment with the Division of Corrections and Rehabilitation.

DIVISION OF CORRECTIONS AND REHABILITATION
Background Investigation
Applicant Authorization Continued

Furnished for the purpose of positive identification: (Print Clearly)

Last: _____ First: _____ MI: _____

Address: _____

City: _____ State: _____ Zip: _____

A.K.A. (include Maiden Name): _____

SSN: ____ - ____ - ____ DOB: ____ / ____ / ____

Driver's License #: _____ State: _____

Address History: [Past seven (7) years]

Applicant's Signature and Date

Witness Signature and Date

**WEST VIRGINIA DIVISION OF CORRECTIONS AND
REHABILITATION
AUTHORITY TO RELEASE INFORMATION**

TO: Any person having knowledge of my conduct or activities, or any past or present employer, educational institution, law enforcement agency, or government agency:

I, _____, hereby authorize the Division of Corrections and Rehabilitation and/or its agents, to conduct an appropriate background investigation of me and prepare a report which may be used as a factor in determining my eligibility for employment, promotion, or retention. I understand this report may include information from personal interviews about my character, general reputation, personal characteristics, and mode of living as well as public and private sources including, but not limited to, the acquisition of criminal records, employment records, school records, driving records, or abstracts, etc.

I authorize all persons who may have information relevant to this investigation to disclose it to the Division of Corrections and Rehabilitation and/or its agents, and I release all persons from any liability on account of such disclosure.

I acknowledge that I have carefully read and fully understand the provisions of this release. I further acknowledge that I was given the opportunity to consult with an attorney or any other individual of my choosing before signing this release and that I have decided to sign this release voluntarily and without coercion or duress by any person. This release sets forth the entire agreement between your organization and me, and I acknowledge that I have not relied upon any representation or statement, written or oral, not set forth in this document in executing this release. I hereby waive any privilege of confidentiality with respect to any such information.

I hereby further authorize that a photocopy of this authorization may be considered as valid as an original. Please provide the requested information within ten (10) days of the date of this letter so that I may receive further consideration for employment.

Signature: _____

Date: _____



AUTHORIZATION and RELEASE for PROTECTIVE SERVICES RECORD CHECK

Bureau for Children and Families
350 Capitol Street, Room 691
Charleston, WV 25301

Please complete the following and sign below. The form must be legible, and all fields should be filled out as completely as possible to ensure an accurate protective services record check.

Name (Print your full name. Do not use initials): _____
(First Name) (Middle Name) (Last Name)

Birth Date: _____ Social Security Number: _____

Current Home Address (Give location address, as well as P.O. Box address and County):

If you have not lived at your current address for 5 years, please list the address(es) for your location(s) in the last 5 years: _____

List maiden name (s), and all aliases. Or names known by (Print your full name. Do not use initials):

Agency Name: _____
(who needs to receive verification of the protective service check)

Agency Address: _____

Agency Contact Information: _____

Agency Type:

- Child Care/Head Start
- Residential Facility/Child Placing Agency
- Other (home health, hospital, service provider, education, etc.)

You are completing this form because you are a (check which applies):

- Employee Volunteer Contracted Owner/Director
- Household Member of an Adult or Child Care setting

CERTIFICATION:

I certify that have not committed any act of child or adult abuse or neglect, as determined by a civil or criminal proceeding or through an investigation by the WV Department of Health and Human Resources or through any like agency of any other state or country, or that I am currently being investigated for such except as stated below:

AUTHORIZATION:

I authorize the WV Department of Health and Human Resources to conduct a background check on me which includes a search of Child Protective Services records, Adult Protective Services records, and Institutional Investigation Unit records maintained by the Department, to determine if any maltreatment finding exists. I authorize the Department to inform the person or agency named on the front of this form of the results of the background check. **I understand that a positive history of maltreatment in any West Virginia Department of Health and Human Resources protective services record will affect my working in a child care, foster care, or adult care setting.** I release the WVDHHR and/or its agents in providing information pursuant to this authorization from any and all liabilities, claims or lawsuits.

(Signature) (Date)

DHHR OFFICE USE ONLY

.....

_____ No record of substantiated maltreatment was found

_____ Records indicate that maltreatment occurred by the individual

IF THIS CLIENT HAS ANY QUESTIONS OR NEEDS TO OBTAIN INVESTIGATION RECORDS, THEY MUST CONTACT THE FOLLOWING COUNTY:

COUNTY: _____

INTAKE#: _____

(DHHR Stamp or Initials of Authorized Individual) (Date)

(Facility or Agency Letterhead)

Date

Applicant Name
Street Address
City, ST ZIP Code

Dear Recipient Name:

The [HIRING FACILITY or WORK UNIT] has completed the interview process for the [TITLE] position and has selected you on [DATE] as the best candidate. The [HIRING FACILITY or WORK UNIT] is excited to extend you a tentative offer of employment. This position will be located at [ADDRESS/FACILITY/WORK UNIT] as indicated on job posting [POSTING NUMBER] and your work hours will be [TIME] AM to [TIME] PM. Pending all approvals, your starting salary will be [\$00.0000] per hour. Once the [HIRING FACILITY or WORK UNIT] has received all approvals, [HIRING MANAGER] will contact you with a start date.

We are excited for you to join our team. If you have any questions prior to your start date, please call [HIRING MANAGER] at [PHONE NUMBER]. Once again, welcome to the [HIRING FACILITY OR WORK UNIT].

Please sign below to indicate acceptance or refusal of this offer and return to [HIRING MANAGER] at [ADDRESS].

Sincerely,

[SUPERINTENDENT OR WORK UNIT SUPERVISOR/DIRECTOR]

Applicant Signature

Date

Accept

Decline

DIVISION OF CORRECTIONS AND REHABILITATION

Pre-Employment Checklist

- Correction Selection Inventory (CSI) completed (Correctional Officer applicants ONLY)
- Structured interview conducted, including:
 - Applicant asked about misconduct utilizing Sexual Misconduct Questionnaire
 - Correctional Officer applicants who scored low in any areas of concern on the CSI asked additional questions provided by CSI (if applicable)
- Applicants not currently working for DCR provide names & contact information for 3 professional references.
- Verification of Selective Service registration (male applicants)
- Pre-agility physical examination (Correctional Officer applicants ONLY) (**Attachment #1**)
- Physical agility test (Correctional Officer applicants ONLY)
- Applicant reviews and signs Conditions of Employment (**Attachments #1 or #2**)
- Applicant signs Background Investigation Applicant Authorization (**Attachments #4**)
- Applicant signs Authority to Release Information (**Attachments #5**)
- Background Investigation Applicant Authorization submitted to assigned NCIC terminal to complete NCIC III and driver's license query
- Fingerprints submitted via LiveScan to State Police
- Applicant signs Authorization and Release for Protective Services Record Check (BJS applicants ONLY) (**Attachment #6**)
- Prospective employee who successfully completes all above processes and is selected for employment issued Conditional Offer of Employment in writing (**Attachment #7**)
- Drug screening (AFTER accepting conditional employment)
- Probation/Parole Officer applicants ONLY (AFTER accepting conditional employment) complete Employee Selection & Development Inc. assessment
- Professional references contacted
- I-9 Form completed (AFTER accepting conditional employment; no later than first day of employment)
- Valid, unrestricted driver's license (or other proof of identity if waived for a non-facility employee) and social security card presented; copies placed in personnel file