



**COUNTY OF SAN BERNARDINO  
PRESCHOOL SERVICES DEPARTMENT  
POLICY AND PROCEDURES**

**NO. 01      ISSUE 1**  
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**EFFECTIVE: 06/21/10**

**SUBJECT:**

**Background and Reference Checks**

**APPROVED: 06/04/10**

  
**BY: Ron Griffin, Director**

**PURPOSE**

The County of San Bernardino Preschool Services Department has established procedures for conducting pre-employment background and reference checks on all potential new hires (including new contract and extra help employees) and employees considered for promotion to administrative, professional, supervisory, or management positions, including those in the Unclassified Service.

Background and reference checks are used to verify information provided by the applicant and to obtain additional information (i.e., a criminal record, work experience/history, education, licensure, and/or driving record) to determine suitability for the position for which they are being considered.

**POLICY**

It is the policy of the Preschool Services Department (PSD) to conduct pre-employment and pre-appointment reference and background checks on all new hires (including contract employees) and specified promotional candidates prior to hire.

**REFERENCE**

Head Start Act – Section 648A(g) (Staff Qualifications and Development); Head Start Program Performance Standards and Other Regulations – Section 1301.31(b) (Personnel Policies); California Code of Regulations, Title 22, Div. 12, Chap 1, Article 3, Section 101170(e)(f); County of San Bernardino Policy Manual No. 06-18 (Background and Reference Checks). Department of Social Services Health & Safety Code section 1522, 1568.08, 1569.17, and 1596.871.

**PROCEDURE**

1. PSD's Human Resources Unit is responsible for coordinating background and pre-employment reference checks on all new hire employees, and consultants.
2. Prior to a contingent job offer being made to a candidate, an interview will be conducted, employment references will be verified, and a criminal record check will be obtained as required by the State of California.

a. Criminal Record Clearance:

- i. Candidates who do not possess an active California criminal record clearance must be fingerprinted via Live Scan.
- ii. To request live scan services, the candidate will pick up a completed Request for Live Scan Service form (LIC 9163) and payment voucher from PSD Administration for the Sheriffs Dept, these items will be taken to the Sheriffs Dept.
- iii. PSD will print and file the clearance found on the California Background Clearance Listing ([www.cclid.ca.gov/docs/dojclear](http://www.cclid.ca.gov/docs/dojclear)), until the actual Department of Justice (DOJ) clearance is received from DOJ.

b. Criminal Background Clearance Transfers:

- i. Active criminal record clearances may be transferred between another California state licensed facility and PSD or the TrustLine Registry program.
- ii. If an individual has an active California criminal record clearance, he/she should not be reprinted ([www.cclid.ca.gov](http://www.cclid.ca.gov), Background Check Process, Transferring a Clearance).
- iii. PSD contacts the local State of California Department of Social Services Community Care Licensing Division Regional Office to verify the individual's status.
- iv. To request a clearance transfer between another California state licensed facility and PSD, PSD must submit a Criminal Background Clearance Transfer Request (LIC 9182).

c. Criminal Record Exemption Transfers:

- i. Active criminal record exemptions may be transferred between another California state licensed facility and PSD or the TrustLine Registry program.
- ii. If an individual has an active criminal record exemption, he/she should not be reprinted.
- iii. PSD contacts the local State of California Department of Social Services Community Care Licensing Division Regional Office to verify the individual's status.
- iv. To request a clearance transfer between another California state licensed facility and PSD, PSD must submit a Criminal Record Exemption Transfer Request (LIC 9188).

d. Criminal Record Statement:

- i. All new hires are required to complete the Criminal Record Statement (LIC 508) upon the attendance of PSD's New Employee Orientation.
- ii. The LIC 508 is a tool utilized as a precautionary measure to ensure that any employee who held a criminal record clearance prior to their start date has not received any criminal convictions that may cause

them to lose their clearance status.

3. Candidate(s) for positions shall be subject to the following checks, unless otherwise prohibited by law.
  - a. Driver History (if driving a vehicle or County equipment will be required)
  - b. Social Security Number Verification
  - c. Address Verification
  - d. Employment History Verification

Positions responsible for, or required to perform fiscal transactions and positions with fiscal and/or budgetary responsibilities shall be subject to the following additional checks of their credit history:

- e. Bankruptcies and Notices of Default
  - f. Civil Court Judgments
  - g. County, State, Federal Tax Liens
  - h. Credit check
4. For positions at Department Head level or higher, candidate(s) shall be subject to the checks identified above and, in addition, to face-to-face background and reference check interviews conducted by a third party vendor.
5. Background and reference checks and fingerprint reports reflecting any convictions or history discrepancies, are to be reviewed by the assigned Human Resources Officer to determine suitability for hire or promotion. Any concerns should be discussed with the appointing authority.
6. Once a determination is made that a candidate is suitable for hire or promotion, and clearance of all other conditions have been obtained, the candidate may be scheduled for a physical examination.
7. All records, including consumer credit reports/consumer reports and/or an investigative consumer report provided by third party vendors, shall be provided to candidates pursuant to applicable Federal and State laws.
8. All background and reference check results shall be maintained by PSD HR in confidential files, separate from employee personnel files.
9. Reference checks of candidates for internal promotion, transfer, or demotion within the County will only be conducted by PSD HR.