

EMPLOYMENT BACKGROUND INVESTIGATIONS FOR BUILDINGS AND GROUNDS

Policy I-03

PURPOSE

The purpose of this employment background policy is to develop a formal structure to conduct employment background investigations on current and potential Bureau of Administration (BOA) employees who have Capitol Complex keys and/or have access to Capitol Complex buildings.

RATIONALE

Pursuant to SDCL 5-15-26, the Commissioner of Administration is the superintendent of the State Capitol Complex and is responsible for all aspects of security on the Capitol Complex. Given the magnitude of the security responsibility on the Capitol Complex, it is imperative that the Commissioner of Administration utilize all possible means to insure that appropriate security is maintained. In addition, it is important to recognize that many Bureau of Administration employees have unlimited access to all offices and buildings on the Capitol Complex. The employment of any individual with a severe history of criminal activity could jeopardize security on the Capitol Complex.

Effective October 1, 1994, the Commissioner of the Bureau of Administration, with the concurrence of the Bureau of Human Resources, will implement pre-employment background investigations for all future Buildings & Grounds (Buildings and Grounds) employees.

NEW EMPLOYEES – PRE-EMPLOYMENT

Effective October, 1, 1994, the Bureau of Administration will require pre-employment background investigations on all new permanent Buildings and Grounds employees. Seasonal, temporary, and emergency Buildings and Grounds employees may have to undergo a background investigation if they have access to Capitol Complex buildings and/or keys. These positions will be reviewed on a case-by-case basis.

PROCESS

All positions will be announced through the normal Bureau of Human Resources process. The announcement will include a statement in the comment section that states "Successful applicant must undergo a background investigation for security clearance. The background investigation will be conducted by the Division of Criminal Investigation (DCI). An arrest/conviction record will not necessarily be a bar to employment."

An offer letter contingent upon successful completion of the background investigation will be prepared for the successful applicant. Interviews will be conducted and the top candidate will be asked to complete the background investigation forms. The forms are used by DCI to conduct

the background investigation are as follows: 1) Authorization and Release Form, 2) Fingerprint Card, and 3) Personal Data Statement.

The completed forms are returned to the Human Resource manager. The Human Resource manager will forward the information to DCI. After the investigation is complete, DCI will send a letter along with the three original forms to the Human Resource manager. The three forms and the letter from DCI will become part of the employee's personnel file and will remain in the personnel file until state employment ends.

Background investigations will remain strictly confidential and will only be discussed with the employee, the Commissioner of the Bureau of Administration, the department Human Resource manager, the Bureau of Administration Deputy Commissioner, and the Buildings and Grounds manager. Background investigations will be retained on file in the Bureau of Administration Human Resource manager's office in a locked file cabinet. Discussion or revealing the results of background investigations to unauthorized personnel will result in disciplinary action.

If there is an arrest/conviction record on file, the Human Resource manager will notify the Commissioner of the Bureau of Administration, the Bureau of Administration Deputy Commissioner, and the Buildings and Grounds manager. The findings will be reviewed by these individuals. The criteria that will be used to review the findings are recency of the arrest/conviction, seriousness of the arrest/conviction, number of arrests/convictions, and the individual job responsibilities of the position.

POLICY INDEX

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REVISION LOG

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