

180 – CRIMINAL BACKGROUND CHECKS

- A. With a conditional offer of employment, candidates for temporary and regular positions, as well as positions employed through a staffing agency, will be subject to a criminal background check. The requirement may be waived by the appointing authority if the candidate is currently a Court System employee and
 - 1. The candidate has had a background check by the Court System within the past three years;
 - 2. The candidate has not had a break in service; and
 - 3. The candidate's new position is similar in nature to the position the candidate is leaving.
- B. Although a disqualification is possible, a previous conviction does not automatically disqualify a candidate from consideration for employment. Depending on the nature of the position, conviction, and age of the candidate when the illegal activity occurred, the candidate may still be eligible for employment as determined by the appointing authority.
- C. Candidates who withhold information or falsify information pertaining to previous convictions will be disqualified from further employment consideration in any position due to falsification of an application.
- D. An offer of employment may be extended to the candidate prior to the completion of the criminal background check. However, the candidate's first day of work in the position must not be prior to the satisfactory completion of the criminal background check.

Approved by the Supreme Court 4/1/12; amended 5/1/13