

**STATE OF RHODE ISLAND  
DEPARTMENT OF CHILDREN, YOUTH AND FAMILIES**

**PUBLIC NOTICE OF PROPOSED RULE-MAKING**

In accordance with Rhode Island General Law (RIGL) 42-35 and 42-72-5, notice is hereby given that the Department of Children, Youth and Families proposes to repeal the following DCYF rule:

**Employment Background Checks – Training School**

This rule is repealed because it is obsolete and relevant portions are addressed in other rules. In the repeal of this rule, consideration was given to the following: (1) alternative approaches and (2) overlap or duplication with other statutory and regulatory provisions. No alternative approach or duplication or overlap was identified based upon available information.

This repealed rule is accessible on the DCYF website (<http://www.dcyf.ri.gov>) or the R.I. Secretary of State's website (<http://www.sec.state.ri.us/ProposedRules/>). Interested persons should submit data, views or written comments by October 1, 2011, to Susan Bowler, Department of Children, Youth and Families, 101 Friendship Street, Providence, RI 02903 ([Susan.Bowler@dcyf.ri.gov](mailto:Susan.Bowler@dcyf.ri.gov)).

In accordance with RIGL 42-35-3, an oral hearing will be granted if requested by twenty-five (25) persons, by an agency or by an association having at least twenty-five (25) members. A request for an oral hearing must be made within thirty (30) days of this notice.

# **~~Employment Background Checks - Training School~~**

**~~Rhode Island Department of Children, Youth and Families~~**

**~~Policy: 200.0065~~**

**~~Effective Date: January 6, 1986~~**

**~~Version: 1~~**

~~Rhode Island General Law (RIGL) 40-13.2 mandates that the Department receive employment histories on those prospective employees of the Training School who are seeking positions which involve supervisory or disciplinary power over juveniles or involve routine contact with juveniles without the presence of other employees. Departmental policy requires employment histories on those prospective employees of the Training School. The employment history must include a list of all positions held within three (3) years prior to application for employment.~~

~~The following procedures have been developed in accordance with the above-stated statute in order to ensure the protection and well-being of these juveniles who are residents of the Training School.~~

## **~~Related Procedure~~**

**~~Employment Background Checks - Training School~~**

## **~~Related Policy~~**

**~~Criminal Records Checks for Department Employees~~**

## **Employment Background Checks – Training School**

### **Procedure from Policy 200.0065: Employment Background Checks – Training School**

- A. ~~At the time of the initial interview, prior to accepting applicants for employment to positions which involve supervisory or disciplinary power over a juvenile or involve routine contact with a juvenile without the presence of other employees, Personnel Office staff request an employment history of the applicant:~~
1. ~~The applicant is asked to complete the Employment History Affidavit (DCYF #108) in addition to the Employment Section of the Application for Employment (CS-14):~~
    - a. ~~The applicant identifies place(s) of employment, address(es), date(s), and supervisor(s) for the past thirty-six (36) months. Employment includes part-time, full-time, and/or volunteer; and~~
    - b. ~~If the applicant has not been employed continuously for the past thirty-six (36) months, he/she must complete the affidavit stating that he/she has not been employed and must note the dates he/she was unemployed.~~
  2. ~~Personnel Office staff verify the applicant's employment history by contacting the employer for the period of twelve (12) months prior to application. A written response is requested. The response specifies name, address, title, and place of employment of person responding and an assessment of the reliability, performance, and character of the applicant.~~
- B. ~~If the applicant is hired by the Department, Personnel Office staff maintains the Employment History Affidavit (DCYF #108) and verifications of employment in the employee's personnel file.~~