# RHODE ISLAND DEPARTMENT OF CORRECTIONS
# POLICY AND PROCEDURE

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| | **POLICY NUMBER: 3.32 DOC** | **EFFECTIVE DATE: 3/18/2015** | **PAGE 1 OF 2** |
| | **SUPERSEDES: 28.10-4 DOC** | **DIRECTOR:** | |
| **SECTION: PERSONNEL** | | **SUBJECT: PRE-EMPLOYMENT BACKGROUND INVESTIGATIONS** | |
| **AUTHORITY: Rhode Island General Laws (RIGL) § 42-56-10(v), Powers of the director** | | | |
| **REFERENCES: ACA #, Criminal Record Checks on Prospective Employees; Policy # 1.02 DOC, Mission Statement of the Rhode Island Department of Corrections; Final PREA Standard § 115.17 Hiring and promotion decisions** | | | |
| **INMATE ACCESS THROUGH LAW LIBRARY? X YES** | | | |

I. **PURPOSE:**

To define the procedures to be followed by employees of the Rhode Island Department of Corrections' (RIDOC's) Adult Probation and Parole Unit when conducting pre-employment background investigations on prospective RIDOC employees.

II. **POLICY:**

RIDOC seeks to employ qualified and capable individuals of good character in order to effectively promote the Mission of the Department. As part of the screening and selection process for prospective employees, Human Resources requests RIDOC's Adult Probation and Parole Unit or Special Investigations Unit (SIU) to perform background investigations on all job applicants in order to verify information, authenticate qualifications, and confirm character.

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| PUBLIC NOTICE: 1/16/2015 | PUBLIC HEARING: Not Requested |

## III. PROCEDURES:

### A. Referral from Human Resources

1. RIDOC's Office of Human Resources forwards requests for background investigations of prospective RIDOC employees to the Associate Director of Community Corrections.

   Requests for background investigations for prospective RIDOC Probation and Parole employees are forwarded to the Chief of (SIU).

   Requests include background information as supplied by the prospective employee – position applied for, references, neighbors (Background Information, Attachment 1), and a signed Personal Inquiry Waiver Form (Attachment 2).

2. The request for character investigations is forwarded to a Probation and Parole Supervisor/designee for assignment within one (1) working day, or as soon as feasible.

3. The waiver is valid for six (6) months from date of signature.

### B. Disposition of Information

1. The Probation Supervisor reviews the report for completeness, signs it and forwards all information to the Associate Director of Community Corrections who forwards it to Human Resources. If the investigation is completed by SIU, the report is forwarded to the Chief of SIU.

2. After review, the Associate Director of Community Corrections or the Chief of SIU initials and forwards the package to the requesting official at RIDOC's Human Resources.

3. The assignment, investigation, and return of the package to Human Resources are ordinarily expected to be completed as within fifteen (15) working days.

   Exceptions, with explanation, are brought to the attention of the Associate Director of Community Corrections/Chief of SIU.