



# PIMA COUNTY, ARIZONA BOARD OF SUPERVISORS POLICY

<b><u>Subject:</u></b> <b>Criminal Background Checks</b>	<b>Policy Number</b>	<b>Page</b>
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## **PURPOSE**

In order to perform certain job assignments in Pima County, State law requires clearance on background checks for an employee to serve in a position requiring such clearance, or for an employee or applicant to be hired into such position.

## **POLICY**

It is therefore the policy of the Board of Supervisors that when the County is officially notified that an employee or applicant fails to meet the requirements for clearance on a background check for the position in which he or she is serving or for the position which the applicant has applied, he or she may not receive the position, or must be immediately terminated in the case of an employee serving in a position requiring clearance on a background check.

The employee does not have the right to appeal his or her termination before the Pima County Merit System Commission or Law Enforcement Merit System Council based on failing the background check. He or she shall not be retained during an appeal of a fingerprint clearance denial or a good cause exception determination. The County job in which he or she served or for which he or she applied is immediately available for hiring and filling. If the employee is subsequently granted clearance or a good cause exception, he or she becomes eligible to reapply for County job openings requiring clearance on background checks.

An Administrative Procedure has been developed which specifically addresses this policy. This policy is applicable to any and all County rules and policies and is effective immediately.

Reference: Administrative Procedure 3-18

Effective Date: 3/20/01