

Procedures for Employment Screening

It is the desire of the Park District of Oak Park to hire the most qualified applicants for any vacancy. Pre-employment tests are an important part of the interview and selection process.

Employment Testing & Screening

All applicants selected for hire will be given a formal, written offer of employment, which will include the job title, expected start date, starting rate of pay and any other details pertaining to the position. The offer of employment is contingent upon the individual's successful completion of one or more employment tests applicable to the position. This may include: pre-placement medical examination, pre-employment drug test, driver's license check, background check.

The hiring supervisor must complete a personnel form with the new employee's hiring information (name, start date, job title, budget code, status) and submit the form to Human Resources along with the employee's application, resume, reference checks, interview questions and a copy of their signed job description (for part-time and full-time positions).

The hiring supervisor will provide a tax packet for the employee to complete. Once the tax packet is fully completed and received by Human Resources, a background check will be processed with the Illinois State Police (state background check required for all Park District employees in the state of Illinois) and Protect Youth Sports (national background check).

Background Checks For Employees of Park District

1. Illinois State Police Background Check. The Human Resources Department is responsible for completing background checks required by law with the Illinois State Police. After employee information is entered and records have been saved and are ready to be sent, staff should use the open to print a log of the check so that the Park District has a record of employees being submitted. Employee files should then be sent to the Illinois State Police e-mail address (feesub@isp.state.il.us), sending on the file with no message in the body of the e-mail. Staff submitting the background checks should note the date the background checks were submitted at the bottom of the background authorization form.

Files submitted by 2:00pm are processed that night and the results are received the following day. Files submitted on weekends and holidays or after 2:00pm are processed the next business day. Results are sent to the Director of Human Resources who is responsible for maintaining them. Employee background check authorization forms are filed in the employee's personnel file.

2. Protect Youth Sports National Search. New hires will be instructed to go to the Park District website must go to the Park District website to complete an application for a national background check. The hiring supervisor will receive notification to approve the background check. The supervisor should log into the Avery software system to approve the background check for processing and select the appropriate department to be billed for the background check. All background check results will be sent to Human Resources who is responsible for maintaining them.

3. National Sex Offender Registry. The Human Resources Department is responsible for checking new employees in the National Sex Offender Registry (www.nsopw.gov). Results are shown immediately. Staff completing this check should note the date of the search

conducted at the bottom of the background check authorization form.

Recommended Criteria for Disqualification / Exclusion

A person should be disqualified and prohibited from serving as an employee or volunteer if the person has been guilty of the following crimes:

- All Sex Offenses regardless of the amount of time since the offense,
- All Felonies for Violence regardless of the amount of time since the offense,
- All Felonies Offenses other than Violence or Sex within the past 10 years,
- All Misdemeanors for Violence within the past 7 years,
- All Misdemeanors for Drug & Alcohol Offenses within the past 5 years or multiple offenses within the past 10 years,
- Any other Misdemeanors within the past 5 years that would be considered a potential danger to children or is directly related to the position being hired for, or
- Any other crimes as indicated in 70 ILCS1205/8-23(c) of the Illinois Park District Code.

Driver's License Background Checks

Positions that require driving a Park District vehicle as a condition of employment will have a driver's license check at time of hire and annually thereafter. Human Resources will submit a written request to the Illinois State Police.

a. Driving Record Background Check. An applicant's driving record is checked by Human Resources using the Driver's License Verification form. The following could result in an applicant no longer being considered for employment:

- a "revoked" or "suspended" license within the past two years,
- one or more Type A violations in the preceding 36 months, or
- two or more Type B violations in the preceding 36 months.

If one of these circumstances is found, at a minimum a more thorough background check should be completed prior to hiring. Additionally, the applicant, if hired, should be made to understand the importance of maintaining a good driving record especially during the probationary period.

b. Pre-placement Physical and Drug Screen. If the position the applicant is applying for requires the transporting of participants in Park District programs, a pre-placement physical including a drug screen is required. Failure to pass the "drug screen" disqualifies an applicant for employment.

c. Driver Training & Orientation. All new drivers are to be oriented to the vehicle they will be primarily driving, by a supervisor/manager. All new drivers should receive a "Road Check" in the vehicle they will be driving, prior to driving the vehicle on Park District business. This is particularly important for drivers of vehicles that require skills beyond those needed for the operations of a passenger car or pick-up truck.