

	State of Alaska Department of Corrections Policies and Procedures	Index #: 202.12	Page 1 of 2
		Effective:	Reviewed:
		Distribution:	Due for Rev:
	Chapter: Personnel		
Subject: Employee Background Investigations			

Authority

In accordance with AS 44.28.030, AS 33.30.021 and 22 AAC 05.155, the Department of Corrections will establish and maintain a manual of policies and procedures to interpret and implement the statutory and regulatory duties of the department.

Reference

Alaska Statute

18.65.130 Policy

Alaska Administrative Code

13 AAC 85.011 Standards for Correctional and Probation Officers

Manual of Standards of Adult Correctional Institutions, 1988

Standard: 2-4061

Manual of Standards for Adult Local Detention Facilities, 1988

Standard: 2-5052

Manual of Standards for Adult Probation and Parole Field Services, 1988

Standard: 2-3039

Purpose

To establish procedures for processing employee background investigations.

Applicability

To all employees and contractual employees working with the department for 120 days or more.

Definitions

As used in this document, the following definitions shall apply:

A. Background Investigation Packet:

A packet of materials compiled for the employee background investigation to include:

1. Statement of Personal History (form 20-202.12A)
2. Waiver and Authorization To Release Information (form 20-202.12B)
3. DD 214 (Military Discharge), if applicable
4. Two completed applicant fingerprint cards (form AKAST0100)
5. Background Checklist (form 20-202.12C)

Policy

In order to ensure department security and its ability to meet its mandates, each probation officer and correctional officer applicant shall have a pre-employment background investigation conducted prior to appointment. For other employees the department will require a post-employment background investigation during the probationary period. Results of the investigation as they relate to the job to be performed will be evaluated to determine suitability as a department employee.

Procedures

- A. The Department's Juneau personnel office shall conduct pre- and post- employment background investigations. Investigations for correctional officers and probation officers shall conform with current Alaska Police Standards regulations, 13 AAC 85.011.
- B. Employee orientation programs shall include a section on the relevance of background investigations to department security. Supervisors shall make employees aware that information, which would hinder or adversely affect their ability to perform their duties, may be grounds for termination during the probationary period.
- C. Supervisors shall ensure the accuracy and completeness of requisite documents prior to submitting them to the Juneau personnel office.
- D. Background investigation documents for employees other than correctional officers or probation officers shall be forwarded to Juneau Central Office, attention Personnel Security Clerk, within one week of an employee's date of hire. Post-employment background documents consist of all items listed in Section V.
- E. Requests to supervisors for clarification of information shall be made by the Personnel Security Clerk. Contact persons within facilities receiving such requests should respond within three normal working days.
- F. The Personnel Security Clerk shall forward employer verification requests and applicant fingerprint cards to the appropriate parties for response within five normal working days of receipt of the background investigation packet.
- G. Employee background investigation results shall be reviewed with appropriate directors by the Director of Administrative Services before a final determination is made to either continue employment or terminate the employee.

Implementation

The policy and procedure is effective on the date signed by the Commissioner.


Susan Humphrey-Barnett, Commissioner

08-06-90
Date

Applicable forms:

202.12A

202.12B
