

## **DRUG TESTING, CRIMINAL BACKGROUND CHECK, AND HIRING CHECKLIST**

Before the offer of employment can be made, the department head/elected official must have the Applicant complete the following:

- 1. Each prospective Applicant selected by the department head/elected official must complete a criminal background check and obtain information pursuant to IC § 10-13-3-27. The Pulaski County Sheriff's Department is authorized pursuant to this statute to release a limited criminal history. The department head/elected official shall submit the **Criminal Background Check (Form C-1)** of the Personnel Policies Handbook to the Pulaski County Sheriff's Department for said check.
- 2. Each prospective Applicant selected by the department head/elected official whose employment with the County will involve driving a county vehicle or using their own vehicle during County employment shall provide a copy of their BMV record. The department head/elected official shall submit **Bureau of Motor Vehicle Release of Driving Record (Form D-1)** of the Personnel Policies Handbook to the Bureau of Motor Vehicles.
- 3. Each prospective Applicant selected by the department head/elected official must submit to a drug test. Drug testing will be handled by whomever is currently contracted by the County to perform the testing. The Auditor can provide this information.
- 4. Each prospective Applicant selected by the department head/elected official whose employment with the County involves any position where physical labor, driving during working hours, law enforcement activity, typing, or the ability to sit or stand for long periods of time are an essential function of their position shall submit to a medical review by a medical doctor of their choice as provided on **Medical Review (Form L)** of *the Personnel Policy Handbook*.
- 5. Once the official letter of employment has been given to the Applicant, the department head/ elected official must make sure the Applicant completes the **I-9**, E-verify, and verification of eligibility for local public benefits form, **Employee Status Information Hire/Change Form (B)** and any other information the Auditor may need for payroll purposes as provided under *Section 1.8-1.10 of this Personnel Policy Book*.