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WOODBURY COUNTY BOARD OF SUPERVISORS AGENDA ITEM(S) REQ

Date: June 3, 2015

Weekly Agenda Date: June 9, 2015

DEPARTMENT HEAD / CITIZEN: Ed Gilliland

SUBJECT: More Comprehensive, More Accurate and Thorough Background Checks

ACTION REQUIRED:

Approve Ordinance ☐	Approve Resolution ☐	Approve Motion ☒
Give Direction ☐	Other: Informational ☐	Attachments ☒

WORDING FOR AGENDA ITEM: ADP Background Checks, Discussion & Action.

Background Checks are an important item. Using a professional outside vendor for the background checks will provide a more timely and thorough background check.

EXECUTIVE SUMMARY:

We are currently only checking Iowa in our background checks, the cost is $15- per use. If we add Nebraska we are over $33 per applicant, South Dakota would be free.

With ADP $22- provides a comprehensive 50 state background check.

We have the ability to add the multi-state sex offender check, the FACIS check and others on a per person basis depending on the type of position.

Should we add the Sex Offender Registry Check for every applicant?

BACKGROUND:

Background Checks are an important item with new hires. We would like to use an outside vendor to be able to gain a more comprehensive background check. Until recently we had done background checks through Iowa DCI that would only turn up information on crimes committed in Iowa. We want 4 things to come from this:

1) We want a 50 state background check
2) We want to the ability to do a multi-state sex offender screening
3) We want to be able to do a national FACIS (Fraud and Abuse Control Information Systems) check for healthcare workers and others that may be in inherently sensitive positions

4) We want to be relieved of the liability that comes with finding information on a potential employee and having to withdraw the offer of hire.

FINANCIAL IMPACT:

$200.00 Implementation Fee. $7 a new hire to $18 a new hire when compared to current. Most typical would be $7 a new hire or about $500 to $750 per year.

When compared to a 3 state background check you may actually save money.

RECOMMENDATION:

The recommendation is to use ADP for the 50 state background check and to add to the basic background check when the position warrants it.

The question is do we complete a sex-offender registry check for every new hire?

ACTION REQUIRED/PROPOSED MOTION:

Motion to approve the use of ADP to complete background checks for the County for new hires.

Quote No. : 32333 | Quoted by : Paula Borra | Quote Dated : 05/11/2015 | Quote Expires : 08/09/2015

Screening solutions for Woodbury County

Your employees are your organization's face to the world, and you strive to hire the right candidates. ADP makes people selection easier. We also make managing your background screening program flexible and affordable with the following screening solutions. If your specific needs call for additional searches, we can also create customized solutions.

Screening Packages and Products

New Hire Solution 1
-SSN DM Search
-Smart Scan
-Up to 10 County Criminal Court Record
Total Package Price: $31.00 per person screened

New Hire Solution 2
-SSN DM Search
-Smart Scan
-Up to 3 County Criminal Court Record
Total Package Price: $22.00 per person screened

A La Carte Items

-TransUnion
Total Price: $5.00 per person screened

-FACIS Level 3
Total Price: $6.00 per person screened

-(1) Driving Record - Any One State
Total Price: $13.16 per person screened

-Adverse Action
Total Price: $5.05 per person screened

-(1) Education Verification(s)
Total Price: $9.09 per person screened

-(1) Employment Verification
Total Price: $9.09 per person screened

-(1) Driving Record - South Dakota
Total Price: $9.59 per person screened

-(1) Driving Record - Iowa
Total Price: $13.16 per person screened

-(1) Credential
Total Price: $9.09 per person screened

-Multi-State Sex Offender
Total Price: $5.00 per person screened

-OIG / GSA Sanctions
Total Price: $1.50 per person screened

-(1) Driving Record - Nebraska
Total Price: $7.61 per person screened

Substance Abuse Test

NDOT Lab Based Urine Drug Testing
5 Panel

ADP,LLC | Screening and Selection Services

paula.borra@adp.com 610-572-7051

-LabCorp Network PSC: $30.25
-Quest Network PSC: $33.50
- * Preferred 3rd Party Network PSC: $45.00
-Extended 3rd Party Network PSC: $57.50

9 Panel
-LabCorp Network PSC: $30.25
-Quest Network PSC: $33.50
- * Preferred 3rd Party Network PSC: $45.00
-Extended 3rd Party Network PSC: $57.50

10 Panel
-LabCorp Network PSC: $30.25
-Quest Network PSC: $33.50
- * Preferred 3rd Party Network PSC: $45.00
-Extended 3rd Party Network PSC: $57.50

Regulated Lab Based Urine Drug Testing
HHS DOT Regulated
-LabCorp Network PSC: $31.25
-Quest Network PSC: $34.50
- * Preferred 3rd Party Network PSC: $48.00
-Extended 3rd Party Network PSC: $61.50

Additional Fees and Services

Implementation fee: $200.00

Please note that the above pricing is inclusive of state, county and clearinghouse fees - with the following exception: A $65 state surcharge applies when ordering some criminal searches from New York. Misdemeanor records are not available in all U.S. counties. A $2.50 fee will apply if ADP must look up the phone number for employment, education, personal or credential verifications. International reference verifications will be subject to an additional $16 surcharge. Additional setup fees up to $160 may apply if access to credit reports is required. Prices are subject to change without notice. State sales tax may apply. Additional setup fees and steps for compliance may apply.

paula.borra@adp.com 610-572-7051

Screening Components Product Description

Social Security Number Verification
This verification solution allows an employer to determine if the Name and SSN provided by its candidate matches Social Security Administration records during the screening process, and before a job offer is extended. This search identifies whether the SSN holder's name and SSN combination match the SSA's records. Additionally, if the Social Security Administration's records indicate that the SSN is listed on the Death Master File, this search will display that information as well.

Name Link
Namelink is an in-depth report containing a candidate's places of residence (including specific street addresses) and dates of residence, based on public records. This search provides you with up-to-date and accurate information about where your candidate lived.

Smart Scan
ADP's Smart Scan quickly examines various jurisdictions to suggest additional, targeted criminal searches. In addition to the county search recommendations based on the information you provide, Smart Scan may recommend additional county court searches after matching identifiers to your candidate based on past residences and other potential public records. Smart Scan enables you to conduct a more thorough background search by recommending county searches that are more likely to have records pertaining to your candidate.

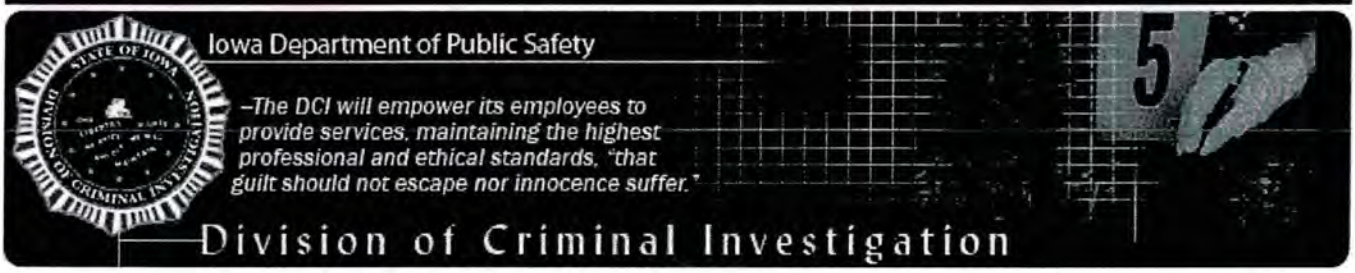
County Standard Felony and Misdemeanor Reports
Our county criminal history reports provide felony court records for all U.S. counties. ADP conducts many live searches via a vast network of court researchers to obtain its county criminal records information directly from county courthouses or the primary court record repository. In addition, in counties where current criminal history information is updated, and readily available online, we have the technology in place to retrieve and report that information quickly without compromising quality.

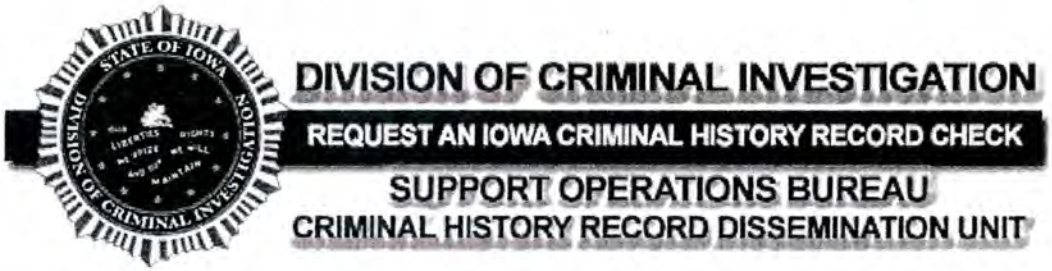
Motor Vehicle Records
ADP offers driving records from any U.S. state, Canada, the U.S. Virgin Islands, and Puerto Rico. ADP's express driving records are available in most states with results available in less than a business day. Information reported includes: driving convictions, violations, and suspensions; licence statuses; and driving histories.

Multi-State Sex Offender Registry
ADP offers a Multi-State Sex Offender Registry search which provides results obtained from the Dru Sjodin National Sex Offender Public Website, coordinated by the U.S. Department of Justice, with detail verified at the state registry level. The search includes an examination of the public sex offender registries for 48 U.S. States (not California or Nevada) and the District of Columbia.

Reference Verification
ADP offers several types of reference verifications; these verifications may be available outside of the U.S. and Canada for an additional fee.

Adverse Action
ADP can manage your Fair Credit Reporting Act (FCRA) Adverse Action candidate notification process from start to finish. If you decide not to hire candidates based in any part on their background check results, you can order our Adverse Action notification service on most screens, and we will send out all FCRA-mandated candidate correspondence.





The Criminal History Record Dissemination Unit provides several options for requesting Iowa criminal history record information including mail, fax or in person requests, as well as a website that will provide Iowa criminal history record information that is releasable by law without a waiver from the subject of the request, pursuant to Chapter 692.2 of the Code of Iowa. However, if you are able to obtain a signed waiver from the subject of your request, we recommend you utilize the forms below as you will receive complete Iowa criminal history record information. The fee for an Iowa Criminal History Record Check through the DCI is $15 per last name.

You may request a non-waiver Iowa criminal history record check through our Iowa Criminal History Record Check website. Please click on the link provided and you will be connected directly to the website. The Iowa Criminal History Record Check website is designed to give the general public an easily accessible location to obtain Iowa criminal history data.

You may request Iowa criminal history record information by completing the required forms and submitting them to our office by mail or fax. To obtain the forms, please download both a Request Form and Billing Form below. Each last name submitted requires a separate Request Form with payment for each. However, only one Billing Form is needed when submitting several requests at once.

Each form is available in either Word for Windows 6.0 format (.doc as the extender on the file name) or in Portable Document Format (.pdf as the extender).

- Criminal History Request form - pdf format
- Criminal History Billing form - pdf format

Official Nebraska Government Website

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Criminal History Reports

The public may request a Record of Arrest and Prosecution (RAP) sheet for individuals. The RAP sheet includes arrests and resulting dispositions. Dispositions are the result of the adjudication process and may include convictions, null pros, acquittals and nullified convictions through set-asides and pardons.

There are three ways in which to request a report:

1. You may mail your request along with a $15.00 cashier's check, personal check, or money order to the following address:

   Nebraska State Patrol
   Criminal Identification Division
   P.O. Box 94907
   Lincoln, NE 68509

2. You may come in person with a $15.00 cashier's check, personal check money order or cash to the following address:

   Nebraska State Patrol
   Criminal Identification Division
   3800 NW 12th Street-Suite A
   Lincoln, NE 68521

CLICK HERE to download a criminal history request form.

3. For $18.00 and with a credit card you may submit a request online at http://www.ne.gov/go/crime_report

The request must include the following information about the individual:

Last Name
First Name
Date of Birth
Social Security Number (if available)

If requesting a response by mail or fax please remember to include **the return address or fax number** for where you would like the response to be sent.

Questions can be directed to the Nebraska State Patrol Criminal Identification Division at (402) 479-4971

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