



PERSONNEL POLICY

SUBJECT: CRIMINAL BACKGROUND CHECK

DATE: January 1, 2017

Number: 303-16

I. Statement of the Policy

A criminal background check shall be conducted at or prior to employment for every individual who is employed by Fulton County to fill either a full-time, part-time, seasonal or temporary position within the County. A criminal background check may be required for current employees on a Department-wide basis in periodic intervals if established in a written supplemental departmental procedure. The County will consider job duties, among other factors, in determining what constitutes satisfactory completion of the background check. All information obtained as a result of a background check will be used solely for employment purposes.

It is the intent and purpose of this policy to (a) assist the successful reintegration of formerly incarcerated individuals back into the community; (b) to enhance the health and security of the community by assisting people with criminal records to provide for their families and themselves; and (c) to ensure that just and fair measures are implemented and practiced within Fulton County Government when screening and identifying prospective employees who may or may not have criminal records.

II. Background and Applicability

This policy shall apply to all Fulton County departments and agencies unless herein or otherwise exempt. To the extent that it may conflict with Georgia law, Georgia law shall govern.

III. Establishment and Implementation of Procedure

The County Manager, in consultation with the Chief Human Resources Officer and the County Attorney, is authorized to establish and modify, as needed, a procedure for implementing this policy.

These policies do not create a contract of employment. Employment for non-classified employees remains "at will".