CITY OF RAPID CITY
BACKGROUND CHECKING POLICY
Latest revision approved by City Council on November 3, 2008

It is the policy of the City of Rapid City to conduct a reasonable check of criminal history, references, credit and/or other relevant background information for prospective employees. The extent of such inquiries will depend on many factors, some of which are: nature and duration of the job, number of applicants, job licensure requirement and the extent of the applicant's employment history.

It will be the responsibility of the hiring manager to conduct reference checks. Upon a conditional offer of employment to the potential new employee by the hiring manager, employees will complete the necessary background check form and other requirements at the Human Resources Division. The form will include a background classification code.

Each position is assigned a background classification code. Appendix A lists the Category assigned to each position. There are six classifications Class A (Advanced), B (Intermediate) and C (Basic), with Class A the most comprehensive in nature. The least comprehensive check is C; however, if questionable issues arise in a C background the necessary checks will be conducted to address these concerns. Positions assigned a Category D and E (generally Public Safety and certain Airport classifications) have provisions in place for extensive backgrounds unique to their positions and are exempt from this policy. Category F is for fire positions. Positions assigned a dollar sign ($) will be subject to a credit background. All temporary/seasonal employees will be given a Class C background, unless otherwise designated by the hiring manager. Background checks on volunteers or employees of temporary employment agencies will be conducted on a case by case basis depending on the nature of their assignment. The request for the background will be at the discretion of the supervising Department Director.

The criteria used to determine the Class is based on the job-related need and any one or more of the following factors can be met:

1. Has extensive contact with the public.
2. Handles money or other financial resources.
3. Is a caregiver for children or vulnerable adults.
4. Enters private homes as part of their job responsibilities.
5. Has access to materials deemed confidential under federal or state data privacy laws.
6. Has regular access to drug or controlled substances.
7. Has access to secure areas restricted to the public and other City employees.
8. Performs duties and/or are subject to conditions that would warrant a criminal history check to preserve the resources of the City.
The following are definitions of categories to be assigned to each position classification for the City of Rapid City.

<table>
<thead>
<tr>
<th>Category A</th>
<th>Category B</th>
<th>Category C</th>
<th>Category D</th>
<th>Category E</th>
<th>Category F</th>
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</thead>
<tbody>
<tr>
<td>Department Director Advanced</td>
<td>Intermediate</td>
<td>Basic</td>
<td>Established Standards</td>
<td>Established Standards of</td>
<td>State criminal history check</td>
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<td>(Applicant will be required to be</td>
<td>(Applicant will be required to be</td>
<td>Local law enforcement records check</td>
<td>per R&amp;P #421.04</td>
<td>Homeland Security</td>
<td>records check</td>
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<td>State criminal history check</td>
<td>State criminal history check</td>
<td>Local law enforcement records check</td>
<td>Established standards</td>
<td>Established Standards of</td>
<td>State criminal history check</td>
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<tr>
<td>Federal criminal history check</td>
<td>Federal criminal history check and/or</td>
<td>Driver’s license history &amp; status check</td>
<td>per R&amp;P #421.04</td>
<td>Homeland Security</td>
<td>records check</td>
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<td>and/or state check where applicant has resided</td>
<td>and/or state check where applicant has resided</td>
<td>when deemed necessary due to specific job description</td>
<td>State and national sex offender database check</td>
<td>State and national sex offender database check</td>
<td>Federal criminal history check and/or state check were applicant has resided</td>
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<tr>
<td>Driver’s license history &amp; status</td>
<td>Driver’s license history &amp; status when a DL is required for position</td>
<td>State and national sex offender database check</td>
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<td></td>
<td>Driver’s license history &amp; status</td>
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<tr>
<td>Credit history check</td>
<td>Credit history check when deemed necessary due to specific job description</td>
<td>Local law enforcement records check</td>
<td>State and national sex offender database check</td>
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<td>MOCIC check</td>
<td>Local law enforcement records check</td>
<td>State and national sex offender database check</td>
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<td>Local law enforcement records check where applicant currently resides</td>
<td>State and national sex offender database check</td>
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<tr>
<td>State and national sex offender database check</td>
<td>Phone interview and investigation conducted by the Police Department or a contracted investigator verifying the applicant's current and past residences and community history.</td>
<td>Phone interview and investigation conducted by the Police Department or a contracted investigator verifying the applicant's current and past residences and community history.</td>
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<tr>
<td>In-person or phone interviews and investigation conducted by the Police Department or a contracted investigator. References and other relevant individuals who may have knowledge of the applicant's background will be contacted.</td>
<td>Phone interview and investigation conducted by the Police Department or a contracted investigator verifying the applicant's current and past residences and community history.</td>
<td>Phone interview and investigation conducted by the Police Department or a contracted investigator verifying the applicant's current and past residences and community history.</td>
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</tbody>
</table>
The completed forms will be forwarded by Human Resources Division to the Criminal Investigations Division of the Rapid City Police Department where the background will be conducted by the Police Department. This process should take no longer than fourteen working days from the time of form submittal to return of information to the Human Resources Division. If immediate information is needed, the Human Resources Division shall contact the Criminal Investigations Division and request a priority for review.

In cases where fingerprints are required of the applicant, additional time may be required for processing.

Upon return of the background to the Human Resources Division, the hiring manager will be notified of the status of the job-related criminal background check and may review results in the Human Resources Division. The hiring manager will make the final determination to hire based on their review of the background.

The following are the guidelines for screening the applicants:

1. Any omission or false statement regarding a criminal conviction may disqualify the applicant.

2. Each applicant’s background will be evaluated by the Department Director or Division manager giving consideration to the nature and date of the offense as well as any mitigating circumstances. No registered sex offenders or convicted felons can be hired without department director’s approval.

If the applicant is a current employee and is found to have failed to disclose any of the above information upon his/her application, the employee will be evaluated on a case-by-case basis and subject to disciplinary action up to and including termination.

<table>
<thead>
<tr>
<th>JOB CLASSIFICATION TITLE</th>
<th>Category</th>
<th>Financial</th>
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<tbody>
<tr>
<td>Accounting and Grants Manager</td>
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<td>Accounting Clerk I</td>
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<td>Accounting Clerk II</td>
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<td>Accounting Coordinator</td>
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<td>Accounting Technician</td>
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<tr>
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<td>Administrative Coordinator</td>
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<tr>
<td>Administrative Secretary</td>
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<tr>
<td>Advocates for Community Enhancement (A.C.E.) Coordinator</td>
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<tr>
<td>Air Quality Specialist</td>
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<td>Airport Executive Director</td>
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<tr>
<td>Airport Finance and Administration Manager</td>
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<td>Airport Maintenance Chief</td>
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<td>Airport Maintenance Supervisor</td>
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<td>Airport Operations Supervisor</td>
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<td>Airport Operations Technician</td>
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<td>Position</td>
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<td>Assistant Library Director</td>
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<td>Building Inspector I</td>
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<td>Building Inspector III</td>
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<td>Building Official</td>
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<tr>
<td>Bus Driver</td>
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<td>Chief Electrical Inspector</td>
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<td>Civic Center General Manager</td>
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<td>Civic Center Guest Services Manager</td>
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<td>Civic Center Maintenance/Operations Worker I</td>
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<td>Clerk</td>
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<td>Clerk Supervisor</td>
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<td>Code Consultant/Plans Examiner</td>
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<td>Position</td>
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<td>Detective</td>
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<td>Energy Plant Operator I</td>
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<tr>
<td>Equipment Maintenance Supervisor</td>
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<td>Equipment Mechanic I</td>
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<td>Evidence Detective</td>
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<td>Facility Maintenance/Operations Supervisor</td>
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<tr>
<td>Fire Captain (Education Coordinator) 40 hrs</td>
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<td>Fire Captain (Fire Prevention) 40 hrs</td>
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<td>Fire Captain (Operations) 56 hrs</td>
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<td>Golf Course Maintenance Supervisor</td>
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<td>Ice Specialist</td>
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<tr>
<td>Industrial Electronic Technician/Electrician</td>
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<td>Industrial Waste Supervisor</td>
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<tr>
<td>Industrial Waste Technician</td>
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<td>Information Technology Analyst I</td>
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<td>Information Technology Analyst II</td>
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<td>Information Technology Technician I</td>
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<td>Information Technology Technician Supervisor</td>
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<tr>
<td>Journeyman Firefighter Medic</td>
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<td>Laboratory Technician</td>
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<td>Landfill Attendant</td>
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<td>Librarian I</td>
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<td>License Compliance Inspector</td>
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<td>Mayor’s Executive Assistant/Program Coordinator</td>
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<tr>
<td>Mechanical Inspector</td>
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<tr>
<td>Medical Services Section Chief</td>
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<tr>
<td>Office Helper</td>
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<td>Office Supervisor</td>
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<td>Operations Management Engineer</td>
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<td>Ordinance Officer</td>
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<tr>
<td>Paralegal</td>
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<tr>
<td>Parks Division Manager</td>
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<tr>
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<tr>
<td>Parks Maintenance Worker I</td>
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<tr>
<td>Patient Billing Services Manager</td>
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<tr>
<td>Payroll/Benefits Coordinator</td>
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<tr>
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<tr>
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<tr>
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<td>Planning Manager</td>
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<tr>
<td>Plumbing/Gas Inspector</td>
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<tr>
<td>Police Captain</td>
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<tr>
<td>Police Chief</td>
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</tbody>
</table>
Police Lieutenant
Police Meter Person
Police Officer
Police Purchasing Specialist
Police Sergeant
Police Support Technician
Police Support Technician Supervisor
Public Works Director
Public Works Project Administrator
Rapid Transit Operations Coordinator
Rapid Transit System Division Manager
Recreation Coordinator
Recreation Division Manager
Recreation Facility Maintenance/Operations Chief
Recreation Facility Maintenance/Operations Worker I
Recreation Facility Maintenance/Operations Worker II
Recreation Facility Maintenance/Operations Worker III
Recreation Program Specialist
Reservoir Tender
Risk Manager/Training Officer
RSVP Coordinator
RSVP Director
RTS Route Supervisor
Senior Engineering Technician
Senior Police Officer
Solid Waste Collection Maintenance Supervisor
Solid Waste Operations Worker I
Solid Waste Operations Worker II
Solid Waste Operations Worker III
Solid Waste Operations/MRF Superintendent
Staff Engineer
Street Maintenance Chief
Street Maintenance Operator I
Street Maintenance Operator II
Street Maintenance Operator III
Street Maintenance Supervisor
Street Superintendent
Survey Party Chief
Ticket Center Sales Representative
Traffic Crash Investigator
Traffic Crash Reconstructionist
Traffic Engineer
Traffic Engineering Technician
Traffic Operations Worker
Traffic Signal Technician
Transit Dispatcher
Transportation Planning Coordinator
Urban Forester
Utility Billing and Service Clerk
Utility Billing and Service Supervisor