I. AUTHORITY

The Commissioner of Corrections adopts this policy pursuant to the authority contained in 34-A M.R.S.A. Section 1403.

II. APPLICABILITY

Entire Maine Department of Corrections

III. POLICY

The Department of Corrections shall conduct employment and/or background checks on each person being considered for employment within the Department of Corrections. This record check shall include collection of comprehensive identifier information to be run against law enforcement indices. If suspect information on matters with potential terrorism connections is returned on a desirable applicant, it shall be forwarded to the (Maine Information and Analysis Center, Maine’s Joint Terrorism Task Force).

IV. CONTENTS

Procedure A: Conducting Employment and Background Checks

V. ATTACHMENTS

Attachment A: Authority for Release of Information

VI. PROCEDURES

Procedure A: Conducting Background Checks

1. The Human Resources Director, or designee, shall assure that employment and/or background checks are conducted on all persons being considered for employment with the Department of Corrections.
2. Employment and background checks may include, but are not necessarily limited to, a criminal records check, a driving and motor vehicle records check, and a past employment check.

3. All applicants shall be made aware of these checks and asked to sign the Authority for Release of Information form (Attachment A) to allow these checks to be conducted. Any applicant who refuses to sign a release shall be removed from consideration for employment with the Department of Corrections.

VII. PROFESSIONAL STANDARDS

ACA:

ACI - 4-4061 A criminal record check is conducted on all new employees, contractors, and volunteers prior to assuming their duties to identify whether there are criminal convictions that have a specific relationship to job performance. This record will include comprehensive identifier information to be collected and run against law enforcement indices. If suspect information on matters with potential terrorism connections is returned on a desirable applicant, it is forwarded to the local Joint Terrorism Task Force (JTTF) or another similar agency.

4-ACRS-7B-05 A criminal record check is conducted on all new employees and volunteers in accordance with state and federal statutes. This record will include comprehensive identifier information to be collected and run against law enforcement indices. If suspect information on matters with potential terrorism connections is returned on a desirable applicant, it is forwarded to the local Joint Terrorism Task Force (JTTF) or another similar agency.

4-JCF-6C-05 A criminal record check is conducted on all new employees in accordance with state and federal statutes.