

6.17 Background Check

1. Per NAC 449.176, the Division has adopted a policy that requires all positions within the Division to have a background check.
2. Employees on a conditional appointment shall be fingerprinted within five working days of their date of appointment.
3. The employee is responsible for payment of administrative and/or processing fees associated with the fingerprinting.
4. Completed forms and money order or cashier's check from the employee must be transmitted to the Division's Personnel Tech to process.
5. Personnel staff will submit the executed forms, with the payment (as provided by the applicant/employee) to cover costs to the Department of Public Safety, Records and Technology Division, within five working days of receipt.
6. The supervisor will be responsible for ensuring that the employee is fingerprinted within the five working days of employment.
7. The supervisor will ensure that the employee has a copy of the policy.
8. A self-declaration will be signed by the employee, which states they have not been convicted of an enumerated crime.
This will be updated in March of each year.
9. If the Division is notified that the employee does have a criminal background, the employee may request up to 20-calendar days to correct or clarify the verified information.
10. Upon receipt of information from the repository, or verification of evidence from any other source, that the employee has been convicted of an enumerated crime, the Administrator will make the final determination as to whether the employee will be terminated.
11. An employee who fails to comply with this policy may be terminated.

OTHER ACTS OF MISCONDUCT OR INCOMPATIBILITY

	<u>1st</u> <u>OFFENSE</u>	<u>2nd</u> <u>OFFENSE</u>	<u>3rd</u> <u>OFFENSE</u>
1. Unauthorized bringing to agency grounds or buildings a firearm or other implement generally construed to be a weapon; unauthorized carrying a gun or weapon at any time while performing state duties.	2, 3, 4, 5	3, 4, 5
2. Failure to report an accident involving state equipment			

	assigned to an employee.	2, 3, 4, 5	3, 4, 5 ..	5
3.	Improper disclosure of confidential information or theft of confidential written matter.	2, 3, 4, 5	3, 4, 5 ..	5
		<u>1st OFFENSE</u>	<u>2nd OFFENSE</u>	<u>3rd OFFENSE</u>
4.	Conviction of any criminal act related to their work activity or conviction of any criminal act involving moral turpitude when it is related to the employee's work activity.	5
5.	Accepting gifts from any individual, firm or organization connected with department business when the employee is responsible for decisions or making recommendations for decisions affecting the activities of the individual, firm or organization. Exceptions would be, e.g., advertising samples, normal lunches, etc., which do not exceed \$10 in value.	2, 3, 4, 5	3, 4, 5
6.	Releasing a paycheck before the appropriate time.	2	3	5
7.	Requesting, receiving and cashing a paycheck before the state's designated payday.	2	3	5
8.	Rendering of services or goods to recipients that is not in accordance with departmental or divisional policies.	2, 3, 4, 5	3, 4, 5 ..	5
9.	Refusal to undergo a criminal background check when it is required by law, regulation or agency policy.	5		
10.	Failure to disclose a criminal conviction when disclosure is required by law, regulation or agency policy.	2, 3, 4, 5	3, 4, 5 ..	5
1.	Failure to maintain a current			

	occupational license or certification when possession of the occupational license or certification is a requirement of the job.	2, 3, 4, 5	3, 4, 5 ..	5
2.	Failure to maintain a valid driver's license when possession of a valid driver's license is a requirement of the job.	2, 3, 4, 5	3, 4, 5 ..	5
3.	Driving a state vehicle with an expired or revoked driver's license.	3, 4, 5 ..	5	