

Section 16: Staffing
Subject: Pre-Employment Background Checks
Minimum Standard: 5120:1-8-17 (B)
Revised:

Authorized: _____ **Effective date:** _____
Sheriff Paul A. Sigsworth

POLICY

Pre-employment background checks shall be conducted prior to hiring of jail staff.

PROCEDURE

A. Background Checks

1. Prior to employment in the Erie County Jail, all prospective candidates will be subject to a background investigation.
 - a. The Sheriff or directly appointed designee will insure all prospective candidates be submitted to a thorough background investigation.
2. The use of LEADS, FBI, BCI, OHLEG, and local files and references will be used to examine a prospective employee's background.
3. Medical staff will be screened by the Erie County Health Department to ensure all licenses are current to perform duties as required and medical staff assigned to the jail are of good character.