



Department of
Developmental Disabilities

Background Investigations For Employment

June 10, 2019

Convictions That Disqualify A Person For Employment

Disqualifying Offenses are divided into 5 tiers. Each tier has a corresponding Exclusionary Period:

Tier One	Permanently excluded
Tier Two	10 years of exclusion
Tier Three	7 years of exclusion
Tier Four	5 years of exclusion
Tier Five	0 years of exclusion

View [Disqualifying Offenses by tier.](#)



Convictions That Disqualify A Person For Employment

Multiple Disqualifying Offenses result in a longer Exclusionary Period:

Disqualifying Offenses	Exclusionary Period
Tier Two, Tier Three, Tier Four	15-Year Exclusion
Tier Three, Tier Four	10-Year Exclusion
Tier Four	7-Year Exclusion



Background Investigations For Employment

Pre-hire requirements:

- employment application**
- databases to check**
- driving record**
- criminal records check**



Pre-Hire: Databases To Check

Free databases that must be checked:

1. Office of Inspector General (OIG) List of Excluded Persons and Entities
2. United States General Services Administration System for Award Management (SAM)

These databases contain names of people who have defrauded the federal government. For SAM, look to see if the word "Excluded" appears by the name of the applicant/employee, which means the person cannot be employed.



Pre-Hire: Driving Record

A Responsible Entity must verify applicant has a valid operator's license and obtain applicant's driving record from the Bureau of Motor Vehicles (BMV) if position requires transporting individuals or operating the Responsible Entity's vehicles for any purpose.

A Responsible Entity may rely on the unofficial report from the BMV as long as the Responsible Entity maintains a copy of the report to document that the operator's license was verified and the driving record was checked.

A person with 6 or more points on his/her driving record is prohibited from transporting individuals.



