



CHATHAM COUNTY COMMISSIONERS

Mike Dasher, Chair
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COUNTY MANAGER

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Established 1771

Resolution of the Chatham County Board of Commissioners

AMENDING THE CHATHAM COUNTY CRIMINAL HISTORY CHECK POLICY

WHEREAS, the Chatham County Criminal Record Check Policy, adopted on June 6, 2011, establishes the general guidelines conducting criminal record checks for all final applicants for full-time, part-time, limited-term, and temporary employment, and if deemed necessary, final applicants for volunteer positions; and

WHEREAS, from time to time it is necessary to amend the Criminal History Check Policy for clarification or to better meet the needs of the employees and/or the County; and

WHEREAS, internal review of the policy identified needed modifications to the policy, and

NOW, THEREFORE BE IT RESOLVED, by the Board of Commissioners of Chatham County, that Criminal History Check Policy be amended to include a change in the following language,

From:

Before the County may deny or terminate employment based upon the criminal history record information, the Human Resources Director or in their absence the Human Resources Analyst shall verify the existence of the record to ensure that it belongs to the individual. The Human Resources Director or the Human Resources Analyst may either obtain a certified public record or submit a fingerprint card of the individual to the criminal information and identification section. The County will incur any costs associated with this process.

To:

If the individual believes the record or records are incorrect, the Human Resources Director or Human Resources Analyst will provide a letter to the candidate with the location(s) of the conviction to allow the candidate the opportunity to deliver proof within five calendar days, that such record or records are in error. Certified public records from the county or counties would be considered proof. The candidate will incur any cost associated with obtaining such records or proof.

Adopted, this the 18th day of March.

Mike Dasher, Chair
Chatham County Board of Commissioners

ATTEST:

Jenifer K. Johnson, MMC, Clerk to the Board

