

**ARIZONA DEPARTMENT OF CORRECTIONS
DIRECTOR'S OFFICE**

MEMORANDUM

TO: Distribution

FROM: **CHARLES L. RYAN, DIRECTOR**

DATE: December 16, 2010

SUBJECT: Director's Instruction # 299, Modification of Department Order 602, Section 602.09

This Director's Instruction is effective immediately and will remain in effect until incorporated into appropriate Department Order.

PURPOSE:

This Director's Instruction establishes procedures governing applicant disqualification for volunteer positions.

602.09 APPLICANT DISQUALIFICATION

- 1.6 Narcotics/Drug Involvement (Volunteer Positions) – An applicant for a volunteer position **may** be disqualified at discretion of the hiring authority in consultation with the appropriate Division Director if the applicant:
- 1.6.1 Ever sold, produced, cultivated or transported for sale marijuana or other illegal drugs or drugs used illegally.
 - 1.6.2 Experimented with:
 - 1.6.2.1 Marijuana during the past 12 months.
 - 1.6.2.2 Illegal drugs or drugs used illegally during the last seven years.
 - 1.6.3 Ever used drugs illegally while employed by the Department.
- 1.7 Unstable Employment History – An applicant may be disqualified if during the background investigation it is discovered that the applicant has displayed a lack of reliability due to an excessive number of jobs during the last five year period.
- 1.8 Military – An applicant who has not received an honorable discharge from military service in any branch of the United States Armed Forces may be disqualified from employment consideration. Dishonorable, General, or an Other Than Honorable (OTH) discharge from military service shall be considered when determining the employment eligibility of a candidate.

{Original Signature on File}