

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

MEMORANDUM

TO: DISTRIBUTION

FROM: CHARLES L. RYAN, DIRECTOR

DATE: October 22, 2012

SUBJECT: Director's Instruction # 315, Preliminary Background Check for Contractors

This Director's Instruction is effective immediately and will remain in effect until incorporated into Department Order #602, Background Investigations.

PURPOSE:

This Director's Instruction establishes standards for all contractors to have a preliminary background review prior to being hired and issued a Contractor Identification Card. The status of their employment will be considered conditional until the finalization of the background investigation.

PROCEDURE:

- 1.1 The Background Investigations Unit must receive the following documents from the Hiring Authority to initiate the background investigation:
 - 1.1.1 A completed original Background Questionnaire, Form 602-1.
 - 1.1.2 A completed original National Crime Information Center (NCIC) and Arizona Criminal Justice Information System (ACJIS), Criminal History Information Request, Form 121-1.
 - 1.1.3 A completed fingerprint card.
 - 1.1.4 The completed results of the contractor's drug test, in accordance with Department Order 522, Drug Free Workplace.
- 1.2 Using information provided by the applicant the Background Investigations Unit shall:
 - 1.2.1 Create a record in the RUSH data base.
 - 1.2.2 Run NCIC/ACJIS criminal history/MVD check.
 - 1.2.3 Generate and forward to the Hiring Authority an email advising the results of the NCIC/ACJIS/MVD check.
- 1.3 If the NCIC/ACJIS check and the drug test are cleared the Hiring Authority may issue the contractor an identification card. The Background Investigations Unit will continue with the full background investigation. If for any reason during the investigation a contractor is not recommended for hiring, the Background Investigations Unit will advise the Hiring Authority immediately.

{Original Signature on File}