DUTCHESS COUNTY
CRIMINAL BACKGROUND INVESTIGATION
CONDITIONAL OFFER OF EMPLOYMENT STATEMENT

This is to confirm that the offer of employment extended to you is conditional pending successful completion of a criminal background investigation.

A criminal background check will be initiated by the Dutchess County Department of Human Resources and conducted by the New York State Division of Criminal Justice Services (DCJS), the Federal Bureau of Investigation (FBI), the New York State Office of Court Administration, the United States Citizenship and Immigration Services Verification Information System (IMAGE Program) or any law enforcement agency. The Department of Human Resources will receive and review the confidential results of the investigation.

Prior to your employment with Dutchess County, you must be fingerprinted at an IdentoGO Live Scan Location. (Please see attached paperwork for detailed procedures).

Should you have any questions, please contact Human Resources at (845) 486-2169.

DUTCHESS COUNTY
CRIMINAL BACKGROUND INVESTIGATION

IdentoGO FINGERPRINT PROCEDURES

To complete the criminal background investigation being conducted by the Dutchess County Department of Human Resources, you must follow the procedures listed below in order to be fingerprinted at an IdentoGO Live Scan Fingerprinting Location.

YOU MUST BE FINGERPRINTED, AND THE RESULTS OF THE BACKGROUND INVESTIGATION MUST BE REVIEWED, PRIOR TO YOUR FIRST DATE OF EMPLOYMENT WITH DUTCHESS COUNTY.

1. Please schedule an appointment for fingerprinting by going to the https:// uenroll.identogo.com/website or by calling the toll-free call center at (877) 472-6915. Appointment scheduling via the website is available 24 hours a day, 7 days a week, 365 days a year. When you schedule your appointment via the IdentoGO website, please print out the confirmation page and bring it with you to your appointment.

2. The appointment scheduling process requires you to provide the Service Code number for the Dutchess County Department of Human Resources and the fingerprint reason listed below:

Service Code Number: 151SH3
Fingerprint Reason: Employment

3. Currently there is a charge of approximately **$107.50** for this service. You are responsible for paying for the criminal background investigation at the fingerprint site. They accept payment in the form of a money order, personal check or credit card. The fingerprinting site will not accept cash.

4. Please go to your appointment at the fingerprinting location with two (2) forms of identification, at least one of which must have a photo. When you schedule your appointment, you will be given the options of what forms of identification are considered acceptable.

5. At the fingerprinting location, the identification documents will be reviewed, your fingerprints will be rolled and your photo taken. The confidential results will be reviewed by the Department of Human Resources and your department head will be notified of your approval to commence work. Your department head or designee will contact you to confirm your starting date. **Please see attached list for required documentation to bring to your onboarding session at the Department of Human Resources to complete the I-9.**

Pre Employment Background Screening Authorization

Dutchess County Department of Human Resources

THIS AUTHORIZATION MUST BE COMPLETED BY ALL APPLICANTS

The undersigned hereby authorizes the Human Resources Department of the County of Dutchess to investigate matters necessary for verifying the applicant's qualifications, including fingerprint-supported background histories, which may be obtained, reviewed, and maintained only by the Human Resources Department in accordance with DCJS rules and regulation. The applicant further authorizes the County of Dutchess and any of its employees, agents, and/or Elected Officials to investigate matters necessary for verifying the applicant's qualifications and to examine any and all records, files, or other information relating to the applicant including any records that may be in the possession of any federal, state, or municipal authority, including records maintained by any police department or other law enforcement agency. The applicant voluntarily releases from liability all persons and entities supplying or collecting such information. **In addition, the applicant acknowledges that they have received a copy of Article 23-A of New York State Correction Law (attached), advising them of the rights of those having previous criminal convictions.**

_____

Signature Date

_____

Name – *by typing my name, I consent and provide my electronic signature.*

_____

Title of Position Department

This form MUST be completed and returned to the Dutchess County Department of Human Resources BEFORE the results of the background investigation can be reviewed. You cannot commence employment until the results have been reviewed and approved.

Return completed form to Human Resources
In person: Dutchess County Department of Human Resources
22 Market St, 5th floor
Poughkeepsie, NY 12601
By Fax: 845 486-2186
Via Email: dcpersonnel@dutchessny.gov

NEW YORK CORRECTION LAW - ARTICLE 23-A

LICENSURE AND EMPLOYMENT OF PERSONS PREVIOUSLY CONVICTED OF ONE OR MORE CRIMINAL OFFENSES

§750. Definitions.

For the purposes of this article, the following terms shall have the following meanings:

(1) "Public agency" means the state or any local subdivision thereof, or any state or local department, agency, board or commission.

(2) "Private employer" means any person, company, corporation, labor organization or association which employs ten or more persons.

(3) "Direct relationship" means that the nature of criminal conduct for which the person was convicted has a direct bearing on his fitness or ability to perform one or more of the duties or responsibilities necessarily related to the license, opportunity, or job in question.

(4) "License" means any certificate, license, permit or grant of permission required by the laws of this state, its political subdivisions or instrumentalities as a condition for the lawful practice of any occupation, employment, trade, vocation, business, or profession. Provided, however, that "license" shall not, for the purposes of this article, include any license or permit to own, possess, carry, or fire any explosive, pistol, handgun, rifle, shotgun, or other firearm.

(5) "Employment" means any occupation, vocation or employment, or any form of vocational or educational training. Provided, however, that "employment" shall not, for the purposes of this article, include membership in any law enforcement agency.

§751. Applicability.

The provisions of this article shall apply to any application by any person for a license or employment at any public or private employer, who has previously been convicted of one or more criminal offenses in this state or in any other jurisdiction, and to any license or employment held by any person whose conviction of one or more criminal offenses in this state or in any other jurisdiction preceded such employment or granting of a license, except where a mandatory forfeiture, disability or bar to employment is imposed by law, and has not been removed by an executive pardon, certificate of relief from disabilities or certificate of good conduct. Nothing in this article shall be construed to affect any right an employer may have with respect to an intentional misrepresentation in connection with an application for employment made by a prospective employee or previously made by a current employee.

§752. Unfair discrimination against persons previously convicted of one or more criminal offenses prohibited.

No application for any license or employment, and no employment or license held by an individual, to which the provisions of this article are applicable, shall be denied or acted upon adversely by reason of the individual's having been previously convicted of one or more criminal offenses, or by reason of a finding of lack of "good moral character" when such finding is based upon the fact that the individual has previously been convicted of one or more criminal offenses, unless:

(1) There is a direct relationship between one or more of the previous criminal offenses and the specific license or employment sought or held by the individual; or

(2) The issuance or continuation of the license or the granting or continuation of the employment would involve an unreasonable risk to property or to the safety or welfare of specific individuals or the general public.

§753. Factors to be considered concerning a previous criminal conviction; presumption.

1. In making a determination pursuant to section seven hundred fifty-two of this chapter, the public agency or private employer shall consider the following factors:

(a) The public policy of this state, as expressed in this act, to encourage the licensure and employment of persons previously convicted of one or more criminal offenses.

(b) The specific duties and responsibilities necessarily related to the license or employment sought or held by the person.

(c) The bearing, if any, the criminal offense or offenses for which the person was previously convicted will have on his fitness or ability to perform one or more such duties or responsibilities.

(d) The time which has elapsed since the occurrence of the criminal offense or offenses.

(e) The age of the person at the time of occurrence of the criminal offense or offenses.

(f) The seriousness of the offense or offenses.

(g) Any information produced by the person, or produced on his behalf, in regard to his rehabilitation and good conduct.

(h) The legitimate interest of the public agency or private employer in protecting property, and the safety and welfare of specific individuals or the general public.

2. In making a determination pursuant to section seven hundred fifty-two of this chapter, the public agency or private employer shall also give consideration to a certificate of relief from disabilities or a certificate of good conduct issued to the applicant, which certificate shall create a presumption of rehabilitation in regard to the offense or offenses specified therein.

§754. Written statement upon denial of license or employment.

At the request of any person previously convicted of one or more criminal offenses who has been denied a license or employment, a public agency or private employer shall provide, within thirty days of a request, a written statement setting forth the reasons for such denial.

§755. Enforcement.

1. In relation to actions by public agencies, the provisions of this article shall be enforceable by a proceeding brought pursuant to article seventy-eight of the civil practice law and rules.

2. In relation to actions by private employers, the provisions of this article shall be enforceable by the division of human rights pursuant to the powers and procedures set forth in article fifteen of the executive law, and, concurrently, by the New York city commission on human rights.

**Effective February 1, 2009, employers must post a copy of the Correction Law relating to the use of prior convictions.*

LISTS OF ACCEPTABLE DOCUMENTS

All documents containing an expiration date must be unexpired.
* Documents extended by the issuing authority are considered unexpired.
Employees may present one selection from List A or a
combination of one selection from List B and one selection from List C.
Examples of many of these documents appear in the Handbook for Employers (M-274).

LIST A Documents that Establish Both Identity and Employment Authorization	OR	LIST B Documents that Establish Identity	AND	LIST C Documents that Establish Employment Authorization
1. U.S. Passport or U.S. Passport Card		**1.** Driver's license or ID card issued by a State or outlying possession of the United States provided it contains a photograph or information such as name, date of birth, sex, height, eye color, and address		**1.** A Social Security Account Number card, unless the card includes one of the following restrictions: **(1)** NOT VALID FOR EMPLOYMENT **(2)** VALID FOR WORK ONLY WITH INS AUTHORIZATION **(3)** VALID FOR WORK ONLY WITH DHS AUTHORIZATION
2. Permanent Resident Card or Alien Registration Receipt Card (Form I-551)		**2.** ID card issued by federal, state or local government agencies or entities, provided it contains a photograph or information such as name, date of birth, sex, height, eye color, and address		**2.** Certification of report of birth issued by the Department of State (Forms DS-1350, FS-545, FS-240)
3. Foreign passport that contains a temporary I-551 stamp or temporary I-551 printed notation on a machine-readable immigrant visa		**3.** School ID card with a photograph		**3.** Original or certified copy of birth certificate issued by a State, county, municipal authority, or territory of the United States bearing an official seal
4. Employment Authorization Document that contains a photograph (Form I-766)		**4.** Voter's registration card		**4.** Native American tribal document
5. For an individual temporarily authorized to work for a specific employer because of his or her status or parole: **a.** Foreign passport; and **b.** Form I-94 or Form I-94A that has the following: **(1)** The same name as the passport; and **(2)** An endorsement of the individual's status or parole as long as that period of endorsement has not yet expired and the proposed employment is not in conflict with any restrictions or limitations identified on the form.		**5.** U.S. Military card or draft record		**5.** U.S. Citizen ID Card (Form I-197)
		6. Military dependent's ID card		**6.** Identification Card for Use of Resident Citizen in the United States (Form I-179)
		7. U.S. Coast Guard Merchant Mariner Card		**7.** Employment authorization document issued by the Department of Homeland Security For examples, see **Section 7** and **Section 13** of the M-274 on **uscis.gov/i-9-central**. The Form I-766, Employment Authorization Document, is a List A, **Item Number 4.** document, not a List C document.
		8. Native American tribal document		
		9. Driver's license issued by a Canadian government authority		
		For persons under age 18 who are unable to present a document listed above:		
		10. School record or report card		
		11. Clinic, doctor, or hospital record		
		12. Day-care or nursery school record		
6. Passport from the Federated States of Micronesia (FSM) or the Republic of the Marshall Islands (RMI) with Form I-94 or Form I-94A indicating nonimmigrant admission under the Compact of Free Association Between the United States and the FSM or RMI				

Acceptable Receipts

May be presented in lieu of a document listed above for a temporary period.
For receipt validity dates, see the M-274.

• Receipt for a replacement of a lost, stolen, or damaged List A document. • Form I-94 issued to a lawful permanent resident that contains an I-551 stamp and a photograph of the individual. • Form I-94 with "RE" notation or refugee stamp issued to a refugee.	**OR**	Receipt for a replacement of a lost, stolen, or damaged List B document.	Receipt for a replacement of a lost, stolen, or damaged List C document.

*Refer to the Employment Authorization Extensions page on **I-9 Central** for more information.

IdentoGO
By MorphoTrust USA

Fingerprint Service Code Form

Dept. of Human Resources Use Only

Service Name: **DC Human Resources + Employment**

To Schedule your ten-minute fingerprint appointment, simply visit https://uenroll.identogo.com and enter the following Service Code

151SH3

Service Code is unique to your hiring/licensing agency. Do not use this code for another purpose.

Please bring one of the identification documents from the list below to your enrollment appointment.

- Driver's License issued by a State or outlying possession of the U.S.
- Driver's License PERMIT issued by a State or outlying possession of the U.S.
- ID card issued by a federal, state, or local government agency or by a Territory of the United States
- State ID Card (or outlying possession of the U.S.) with a seal or logo from State or State Agency
- Commercial Driver's License issued by a State or outlying possession of the U.S.
- Canadian Driver's License
- Department of Defense Common Access Card
- Employment Authorization Document that contains a photograph
- Foreign Driver's License (Mexico and Canada only)
- Foreign passport
- Military Dependent's Identification Card
- Permanent Resident Card or Alien Registration Receipt Card (Form I-551)
- U.S. Coastguard Merchant Mariner Card
- U.S. Military Identification Card
- U.S. Passport
- U.S. Tribal or Bureau of Indian Affairs Identification Card (Enhanced Tribal Card Only)
- U.S. Visa issued by the U.S. Department of Consular Affairs for travel to or within, or residence within, the United States
- Uniformed Services Identification Card (Form DD-1172-2)

Don't have access to the Internet? You can still schedule an appointment by calling **877.472.6915**