



Criminal Records Check Policy

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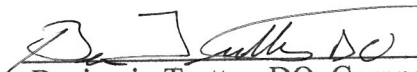
Purpose: As a condition of appointment and continued employment, all investigative staff of the coroner's office will have a local and state criminal records check prior to appointment.

Justification: To ascertain that all new staff have passed a local and state criminal records check prior to appointment. This is vital due to the nature of the position.

Policy:

1. Prior to appointment, all new staff will undergo a local and state criminal records check administered by the Ross County Sheriff's Office.
2. Only when the criminal checks return with no felony or serious offences will the individual be appointed to the position applied.
3. On an annual basis a state and local check will be made by the Ross County Sheriff confirming a valid Ohio Driver's License and no active warrants.
4. All staff must have current valid Ohio Driver's License.
5. These items are a condition of employment.

This policy has been approved and is in effect until further notice:


Benjamin Trotter, DO, Coroner

2/22/19
Date