



Background Check Standard

Introduction

OMES utilizes a confidential pre-employment background check to reduce risk to the State of Oklahoma and have a standardized process for employing qualified individuals. It is the policy of OMES to require background checks for all final candidates, as well as state employees who are currently in positions where a background check is required by law or state policy. OMES also requires staff augmentation and professional services contractors to adhere to the same level of background checks.

In an effort to simplify background check requirements for federal regulations, OMES adheres to the requirements specified in the [Criminal Justice Information Service \(CJIS\) Security Policy, Version 5.9](#), as it is the most stringent and meets and/or exceeds the criteria for all others.

Purpose

OMES is committed to promoting a safe and secure working environment. To this end, this standard sets forth requirements for background checks for potential employees, current employees, staff augmentation and professional services contractors.

Background checks

The State of Oklahoma requires background checks on all final candidates for state positions and contract engagements. OMES utilizes two different background checks: standard criminal and criminal justice information services.

- i. Standard criminal background checks are facilitated by OMES HCM and conducted by a third-party vendor. This type of check includes social security trace, county criminal records for seven years, federal criminal records for seven years and national sex offender and federal watch lists.
- ii. Enhanced background checks are based on the most current version of the CJIS security policy and facilitated by the Department of Public Safety. This type of check provides identifying information and a set of fingerprints to the FBI to match against criminal background information maintained in its database. The FBI database includes information on both federal crimes and crimes reported by states. Basic security awareness training is required within six months of initial assignment and biennially thereafter. This type of check is required for individuals in roles that meet the following criteria.
 - a. Requires computer access or access to any equipment that stores, processes or transmits criminal justice information, federal tax information, public health information and personally identifiable information data.
 - b. Requires physical access to sensitive areas of state facilities.
 - c. Requires elevated credentials to fulfill their duties.

New hire background checks

OMES requires a standard criminal background check on all final candidates for state positions and enhanced background checks for roles meeting the enhanced criteria outlined above. For new hires, a conditional offer of employment is based on the candidate's successful completion of the applicable background check. If a job offer is extended prior to the completion of the

background check, the job offer is contingent upon the confirmation the background check was completed successfully.

Contractor background checks

OMES requires, at the vendor's expense, a standard criminal background check on all candidates for staff augmentation and professional services engagements. For roles meeting the enhanced criteria outlined above, enhanced background checks must be coordinated through OMES, also at the vendor's expense, and successful clearance is required for all individuals prior to the beginning of the engagement.

Current employee background checks

Employees who are under consideration for positions in which a background check is required by law or who are under consideration for positions that meet the criteria outlined above are required to undergo background checks. This provision applies to current employees whose background check on file is more than 12 months old or who have had a break in service of more than 30 days. This background check requirement does not apply if the employee's position is reclassified.