



1-7 POLICY ON CRIMINAL BACKGROUND INVESTIGATIONS

SYCAMORE PARK DISTRICT is required by state statute (70 ILCS 1205/8-23) to obtain criminal conviction information concerning all applicants, and shall perform a criminal background check for applicants for all positions. Pursuant to statute, any conviction of offenses enumerated in subsection (c) of said statute shall automatically disqualify the applicant from consideration for working for SYCAMORE PARK DISTRICT. Disqualification of applicants because of such convictions has been legislatively determined to be job-related and consistent with business necessity. Convictions for offenses other than those enumerated in subsection (c) of the statute will not automatically disqualify the applicant from consideration, but rather, the conviction (s) will be considered in relationship to the specific job and/or job function. Applicants are not required to disclose sealed or expunged records or corrections.

Applicants may be required to submit fingerprints and/or other identification information in order to facilitate an investigation. All information concerning the record of convictions shall be confidential and will only be transmitted to those persons necessary to the decision process.

The applicant or prospective employee may be hired by SYCAMORE PARK DISTRICT as an introductory employee, contingent upon the results of the investigation and pending the completion of a criminal background investigation. Consent to a background investigation by SYCAMORE PARK DISTRICT or its designated representative shall be a condition of employment.

Adopted on:

Revised on: October 2016