



DEPARTMENT OF ALCOHOL & DRUG SERVICES  
POLICIES & PROCEDURES MANUAL

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SUBJECT: **BACKGROUND CHECK OF STAFF HIRED TO WORK IN  
ADOLESCENT SERVICES**

Policy

It is the policy of the Department of Alcohol & Drug Services to conduct a background criminal check on any staff member hired to work directly with youth. All agencies with a contract with the Department of Alcohol & Drug Services to provide services to adolescents will conduct a similar background check on the staff they hire to work directly with youth. No employee of DADS or its contract agencies will have direct contact with adolescent clients, until clearance has been obtained from the Department of Justice.

Procedure

Any individual being considered for employment in a position that will have direct contact with youth will be referred by the hiring manager to undergo a Livescan check against Department of Justice records. At the time that the Livescan check is requested, the manager making the referral to Livescan will request a subsequent arrest notification.

In the event that a subsequent arrest notification is received on a current employee, that employee will immediately cease providing direct services to youth and the matter will be referred to County Counsel and Labor Relations for further disposition.