

Area Agency on Aging, PSA 2

Policy on Criminal Records Checks for Employment Applicants

The Area Agency on Aging, PSA 2 complies with the State of Ohio rules for Criminal Records Checks. All applicants for employment at the Agency are required to have a criminal records check from the Ohio Bureau of Criminal Investigation (BCI). If the applicant has not been a resident of Ohio for the past 5 years, they must also be checked by the FBI.

Database Checks

Prior to applicants being referred for a BCI check, the Agency must check their name in 6 free databases. If you are listed on these databases, you may not be employed with us. The databases are as follows:

1. The US General Services Administration (SAM) -- <https://www.sam.gov/>
2. US Health and Human Services list of excluded persons -- OIG
<http://exclusions.oig.hhs.gov/>
3. The Abuser registry of the Dept. of Developmental Disabilities –
https://its.prodapps.dodd.ohio.gov/ABR_Default.aspx
4. Sex offender search of the Att. Gen. database --
<http://www.icrimewatch.net/indexl.php?AgencyID=55149&disc=>
5. Offender search of the Ohio Department of Rehabilitative Services current inmates -- <http://www.drc.ohio.gov/OffenderSearch/Search.aspx>
6. STNA Registry – Ohio Department of Health’s registry of state tested nursing assistants -- https://odhgateway.odh.ohio.gov/nar/nar_registry_search.aspx.

Disqualifying Offenses

The State has provided a list of 130 possible offenses that would disqualify an individual for employment with our Agency if they were reported in a Criminal Records Check. Only CONVICTIONS count as disqualifying offenses.

These offenses have been grouped into 5 tiers based upon the severity of the offence. A conviction for a Tier 1 offense permanently excludes an applicant from employment. Offenses in Tier 2 have a 10 year exclusion; Tier 3 is 7 years; Tier 4 is 5 years and Tier 5 (which is minor drug possession is 0 years). The exclusion from employment is extended if the applicant has multiple offenses.

Exceptions to the Exclusion of employment

There are two opportunities for persons with disqualifying offences to obtain employment: 1) a PARDON from the Governor; and 2) a proposed opportunity to apply for a CERIFICATE for employment from either the Department of Rehabilitation and Correction or a county court.