

MADISON COUNTY, VIRGINIA PERSONNEL POLICIES MANUAL

EMPLOYMENT REFERENCE AND CRIMINAL BACKGROUND INVESTIGATIONS

POLICY NO. 2.7 **EFFECTIVE:** 01/02/2024

To ensure that individuals who are employed by the County are well qualified and have a strong potential to be productive and successful, reference checks may be conducted for those applicants being seriously considered for employment. If authorized by an ordinance duly adopted by the Board of Supervisors pursuant to Virginia Code §19.2-389 and 15.2-1505.1, upon conditional offer of employment, applicants for County employment may be required to submit to fingerprinting and to provide personal descriptive information to be forwarded along with the applicant's fingerprints through the Central Criminal Records Exchange and the Federal Bureau of Investigation for the purpose of obtaining a criminal history record information regarding the applicant.

If authorized, criminal background checks will be managed by, and records will be maintained, by personnel designated by the County Administrator to manage and oversee the collection of sensitive Human Resource oriented materials. It shall be the policy to keep these records under guidelines for document retention that follow state and federal law.