

BOISE COUNTY, IDAHO

RESOLUTION NO. 87-6

A RESOLUTION PROVIDING FOR A PROCEDURE FOR THE ACCEPTANCE AND MAINTENANCE OF APPLICATIONS FOR EMPLOYMENT BY THE BOISE COUNTY CLERK, PROVIDING THAT EACH APPLICANT FOR EMPLOYMENT SHALL UNDERGO A CRIMINAL HISTORY CHECK AND THAT EACH APPLICANT FOR EMPLOYMENT SHALL CONSENT TO SUCH CRIMINAL HISTORY CHECK; AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, Ordinance No. 86-5 of Boise County, Idaho (Personnel Ordinance) provides that the Boise County Board of County Commissioners may by resolution promulgate such rules and regulations in furtherance of and not in conflict with the Boise County Personnel Ordinance, and

WHEREAS, Section 11 of the Boise County Personnel Ordinance provides that the community and labor market is to be the object of recruitment for employment in Boise County and that such efforts should include use of newspaper ads, schools, and colleges, and

WHEREAS, a need exists to establish a procedure for the acceptance and maintenance of current applications for employment, and

WHEREAS, Boise County has an obligation to hire employees who are in all respects fit to perform duties for Boise County,

NOW THEREFORE BE IT HEREBY RESOLVED BY THE BOISE COUNTY BOARD OF COUNTY COMMISSIONERS:

Section 1. That the Boise County Clerk shall cause to be published and posted at appropriate times and appropriate places, notices that Boise County is accepting applications for employment upon such forms as are approved by the Board of County Commissioners. Upon receipt of applications for employment, the Clerk shall review each application for completeness and shall request a criminal history check for each applicant from appropriate law enforcement agencies.

Section 2. That each application for employment shall be maintained in the records of Boise County for a period of one (1) year from receipt, after which time it shall be considered to be no longer current and may be deleted from the roster of applications maintained by the Clerk. Interviews and final selection of all new employees shall be taken from those current employment applications maintained by the Boise County Clerk.

Section 3. That as a part of each application for employment, each applicant shall sign an authorization allowing Boise County to submit the applicants name to appropriate law enforcement personnel for a check of the applicants criminal history. No application for employment shall be accepted without such written authorization.

Section 4. That at the time an applicant submits his completed application he shall be advised either separately or as part of the application itself, that his or her application will be maintained for a period of one (1) year only, after which time the applicant is required to update the application in order to maintain it in the employment files.

Section 5. This resolution shall take effect and be in force from and after its passage and approval.

PASSED AND APPROVED by the Boise County Board of Commissioners this 7th day of December, 1987.

BOARD OF COMMISSIONERS

Dave Alley
DAVE ALLEY, CHAIRMAN

Oscar Baumhoff
OSCAR BAUMHOFF, COMMISSIONER

Mary Hanson
MARY HANSON, COMMISSIONER

ATTEST:

Arlene C. Kolar
ARLENE C. KOLAR, CLERK

