

CHAPTER 6  
PERSONNEL

[Prior to 2/20/91, Corrections Department[291]]

**201—6.1(904) Background investigations.** A background investigation will be conducted on individuals applying for employment with the department of corrections. The director or designee will determine the class of employees upon whom a background investigation will be conducted. The following information may be obtained during the investigation. For any specific applicant, the director or designee will determine which information on this list is to be obtained.

1. Physical examination,
2. Division of criminal investigation, department of public safety fingerprint check,
3. FBI fingerprint check,
4. Military records check,
5. Past employment check with one or several previous employers,
6. Character reference check,
7. Check with law enforcement agencies from locales in which applicant/employee has resided in the past,
8. Check with educational institutions to confirm degree or hours of concentration (for positions requiring degree or specialty hours),
9. Successful completion of psychological and cognitive tests as administered by department personnel. This battery of tests is required of all correctional officers after January 1, 1985;
10. Test for use of chemical substance (correctional officers only, after June 1988).

The investigation need not be completed prior to offering an applicant a position, but any offer of employment is contingent on successful completion of the required tests and checks.

This rule is intended to implement Iowa Code section 904.108.

[Filed emergency 9/9/83—published 9/28/83, effective 10/1/83]

[Filed 11/18/83, Notice 9/28/83—published 12/7/83, effective 1/11/84]

[Filed 2/24/84, Notice 1/4/84—published 3/14/84, effective 4/18/84]

[Filed 4/4/85, Notice 10/24/84—published 4/24/85, effective 5/29/85]

[Filed emergency 2/20/91—published 3/20/91, effective 2/20/91]