

ENHANCED SUITABILITY SCREENING

Enhanced Suitability Screening: Covered Positions

In addition to a general suitability screening, appointees, volunteers, and employees are subject to enhanced suitability screenings as dictated by the applicable position. The types of covered positions that are subject to an enhanced suitability screening are categorized in Table 3.

TABLE 3: ENHANCED SUITABILITY COVERED POSITIONS ⁴		
Category	Description	Duties and Responsibilities ⁵
Safety Sensitive	Positions with duties or responsibilities that if performed while under the influence of drugs or alcohol could lead to a lapse of attention that could cause actual, immediate, and permanent physical injury or loss of life to self or others	<ul style="list-style-type: none"> ▪ Operating large trucks, heavy or power machinery, or mass transit vehicles ▪ Handling hazardous quantities of chemical, biological or nuclear materials ▪ Maintaining the safety of patrons in and around a pool or aquatic area ▪ Engaging in duties directly related to the public safety, including, but not limited to, responding or coordinating responses to emergency events ▪ Carrying a firearm
Protection Sensitive	Positions with duties and responsibilities that require caring for or ensuring the well-being of children or youth, patients, elders, or other vulnerable persons	<ul style="list-style-type: none"> ▪ Coordinate, develop, and/or support recreational activities ▪ Manage, plan, direct, and/or coordinate educational activities ▪ Provide individual or group counseling ▪ Assess, monitor, and/or support childcare activities
Security Sensitive	Positions of special trust that may reasonably be expected to affect the access to or control of activities, systems, or resources that are subject to misappropriation, malicious mischief, damage, or loss or impairment of communications or control.	<ul style="list-style-type: none"> ▪ Handle currency ▪ Create, delete, and/or alter financial, personnel, payroll, and/or unrelated transactions of another individual ▪ Maintain routine access to master building keys and/or controls ▪ Create, delete, and/or alter any form of credentials to include computer network credentials and/or any form of government identification ▪ Have involvement in or access to homeland security and emergency management plans and information ⁶ ▪ Are in the <u>Executive Service</u> ▪ Are in the <u>Excepted Service</u> ▪ Positions located in secure facilities may be deemed security sensitive at the discretion of the personnel authority.

⁴ Additional information on covered positions can be found in Chapter 4, Suitability.

⁵ This is not an exhaustive list of duties and responsibilities.

⁶ For an additional list of homeland security related duties and responsibilities, refer to Subsection 412.2 of Chapter 4, Suitability.

Notification

The Director of the DCHR (or designee) will publish in the Electronic-District Personnel Manual (or any other electronic procedural manual or manuals developed) positions in subordinate agencies subject to enhanced suitability screening. The position description for each position designated for an enhanced suitability screening will include a statement of such designation and a statement indicating that incumbents of the position are subject to enhanced suitability screening.

Volunteers

Individuals providing volunteer services to the District government are subject to general and enhanced suitability screening. Before a volunteer signs an agreement to perform in a covered position, he or she must be notified in writing of the enhanced suitability screening requirements before beginning volunteer activities and will be subject to ongoing enhanced suitability screening while performing the duties and responsibilities of the covered position. As a condition of an agreement for volunteer service, each individual subject to an enhanced suitability screening will execute an acknowledgement and consent to the screening required by Chapter 4.

Enhanced Suitability Screening Types

The types of enhanced suitability screenings are categorized in Table 4 by the applicable position type.

TABLE 4: SUITABILITY SCREENING TYPES	ALL	+ Enhanced Suitability		
		Safety Sensitive	Protection Sensitive	Security Sensitive
Past Employment History (5 Years)	X	General Suitability + Below		
Education (based on position or qualifying factor)	X			
License, certification, or training (based on position or qualifying factor)	X			
References (minimum of 3)	X			
Residency (if a preference is claimed)	X			
Military service (if a preference is claimed)	X			
Reasonable suspicion drug and alcohol test	X			
Post-accident or incident drug and alcohol test	X			
Criminal background check (Pre-employment and Biennial)		X	X	X
Traffic record check (as applicable)		X	X	X
Pre-employment drug and alcohol test		X	X	
Random drug and alcohol test		X		
Return-to-duty or follow up drug and alcohol test		X	X	
Consumer credit check (Pre-employment)				X