

## OSCC GUIDELINES

### SEARCH CRITERIA

- Applicant History Trace
- County / Statewide Criminal
- Multi-Court Jurisdictional Database
- National Sex Offender Registry
- Global Report
- Nationwide Federal Criminal
- SAMSHA-Approved 10-Panel Drug Test (Level 1+, 2+ & 3+)

### CRIMINAL HISTORY

No misdemeanor criminal charges\* within one year (Level 1 & 1+) / five years (Level 2, 2+, 3, & 3+) and/or no felony criminal charges\* within seven years from the end of the disposition date where court jurisdiction is pending, continuing, or ended for a crime involving weapons, drugs, violence, theft, or sexual offenses. Not actively listed on the Sex Offender Registry or watchlists.

Examples (not a complete listing):

- Arson
- Assault
- Damage / Destruction to Property
- Disorderly Conduct
- Domestic Violence
- Forgery
- Fraud
- Harassment
- Homicide / Manslaughter / Murder
- Resisting / Fleeing Arrest
- Sexual Assault
- Theft / Receiving Stolen Property
- Weapons Charges

*\*A criminal charge includes a plea, verdict, withheld or deferred judgment/sentence or finding of guilt regardless of whether a sentence was imposed by the court. This includes open or pending cases.*

### DRUG TESTING

**Required for levels 1+, 2+, & 3+** Laboratory testing includes collection of the sample, transport to the laboratory, EMIT analysis, GC/MS confirmation by a SAMHSA-certified laboratory and a test review by a Medical Review Officer, if required. Applicant/contractor must test negative for:

- Amphetamines
- Benzodiazepine
- Cocaine
- Methadone
- Oxycodone
- Barbiturates
- Cannabinoids
- Ecstasy
- Opiates
- Phencyclidines

### ADMINISTRATIVE COMPLIANCE

Failure to comply with the program procedures will be considered a failure to meet the minimum requirements for certification. This includes but is not limited to, failure to:

- Sign OSCC Applicant Background Consent Form
- Sign OSCC Applicant Program Acknowledgements
- Provide a sample for drug testing within 48 hours (if applicable)
- Provide a sample for drug testing which complies with collection standards and federal guidelines (if applicable)
- Comply with OSCC Certification program rules

*One Source does not provide any warranties, expressed or implied, regarding the individuals who meet requirements for certification under the One Source The Background Check Company Certified Contractors Program. One Source The Background Check Company searches the name, date of birth, social security number and other identifying information provided to us by the End User and/or Applicant. Program participants are responsible for verifying Applicant's identity. This is a certification program upon written instructions for participation. It is not intended for the use of employment. Site access is ultimately determined by the Participating Sites.*