

Wood County Board of Developmental Disabilities

PROCEDURE

Procedure #: 02-ALL-ALL-0824 (HR)
Effective Date: 03-03-10
Person Responsible: Human Resources Coordinator

Subject: Abuser Registry
Last Revision: 07-29-2024

Approvals/Date:

Brent Abae 8/14/24
Superintendent, WCBDD Date

Julie Spangue 7/29/24
Department Director/Coordinator Date

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| 1. The WCBDD is required by the Ohio Department of Developmental Disabilities to check the Abuser Registry via their website before hiring an applicant, to confirm that they are not on the Registry. This information on each applicant is printed and placed in the applicant's confidential personnel file. |
| 2. The WCBDD will not hire, contract with, or employ as a DD employee an individual who is included in the registry. The Board shall not be liable in damages in a civil action brought by the employee or applicant if the Board fails to hire or retain, as a DD employee, a person because they are included in the registry. Termination of employment constitutes a discharge for just cause for the purposes of section 4141.29 of the Revised Code. |
| 3. The new employee is given a copy of the Abuser Registry Annual Notice at General Orientation. A sign-off, 03-ALL-ALL-0828 containing this information is signed and placed in their personnel file. |
| 4. The WCBDD is required to do an annual check of the Ohio Department of Disabilities Abuse Registry to ensure their employees are not on the Registry per ORC 5123.542. This report is kept on file in the Human Resources Department and/or the employee's confidential file. |
| 5. The WCBDD is required to provide an annual notice to each of its employees and contractors explaining the conduct for which the employee or contractor or the contractor's employees may be included in the registry with the Ohio Department of Developmental Disabilities established under section 5123.52 of the Revised Code. A letter and notice is sent to each employee by e-mail, digital, or paper form. An example of the annual letter and a listing of all employees receiving the form is kept on file in the Human Resources Department. The fact that a DD employee does not receive the notice required by this section does not exempt the employee from inclusion in the registry. |

References: OAC 5123-2-02
OAC 5123-17-03
ORC 5123.50
ORC 5123.51
ORC 5123.52
ORC 5123.542
ORC 4141.29

Procedure: 02-ALL-ALL-0844 (HR)

Form: 03-ALL-ALL-0828

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