

Wood County Board of Developmental Disabilities

PROCEDURE

Procedure #: 02-ALL-ALL-0822 (HR)
Effective Date: 03-03-10
Person Responsible: Human Resources Coordinator

Subject: Felony Offense Notification
Last Revision: 06-10-2024

Approvals/Date: Brent Baan 6/13/20
Superintendent, WCBDD Date

Julie Spurgeon
Department Director/Coordinator Date

1. Prior to employment, the WCBDD Superintendent shall require the applicant to submit a statement with the applicant's signature attesting that the applicant has not been convicted of or pleaded guilty to any of the offenses listed or described in OAC 5123-2-02. This statement is given to the applicant at the conditional offer appointment.
2. The superintendent also shall require the applicant to sign an agreement, 03-ALL-ALL-0446, under which the applicant agrees to notify the superintendent within fourteen calendar days if, while employed by the board, the applicant is ever formally charged with, convicted of, or pleads guilty to any of the offenses listed or described in OAC 5123-2-02. The agreement shall inform the applicant that failure to report formal charges, a conviction, or a guilty plea may result in being dismissed from employment.
3. The WCBDD must provide an annual notice setting forth the requirement for each employee, contractor, and employee of a contractor who is engaged in direct services position to report in writing to the agency provider, if he/she is ever formally charged with convicted of, or pleads guilty to any of the offenses listed in OAC 5123-2-02 within fourteen calendar days after the date of such charge, conviction, or guilty plea. An example of this notice and a listing of all employees receiving the form will be kept on file in the Human Resources Department.

References: OAC 5123-2-02

Procedures: 02-ALL-ALL-0844

Forms: 03-ALL-ALL-0446

tar/procedure/hr0822