



TITLE	POLICY NUMBER	
Use of DCS Central Registry Information for Direct Service Employment Decisions	DCS 04-11	
RESPONSIBLE AREA	EFFECTIVE DATE	REVISION
Human Resources	12/16/2017	1

I. POLICY STATEMENT

The Department of Child Safety (DCS) shall utilize information contained in the DCS Central Registry as a factor in determining an applicant’s suitability for employment with the DCS.

II. APPLICABILITY

This policy applies to any person who has submitted an application for employment and any person submitting an application for a volunteer or intern position.

III. AUTHORITY

A.R.S. § 8-201	Definitions
A.R.S. § 8-804	Central registry; notification
A.R.S. § 8-807	DCS information; public record use; confidentiality; violation; classification; definition
A.R.S. § 41-773	Causes for dismissal or discipline for employee in covered service
A.A.C. R2-5A-501	Standards of Conduct

IV. DEFINITIONS

Applicant: A person who submits an application for employment Applicants also include persons who apply for an internship or volunteer position.

Central Registry: The database of substantiated reports of child abuse or neglect contained within the Department's case management information system.

Child: An individual who is under 18 years of age.

Department or DCS: The Arizona Department of Child Safety.

Hiring Authority: Department employees, or their designees, who are authorized to offer employment to applicants.

Perpetrator: For the purposes of this policy, an individual who commits an act of child abuse or neglect.

Substantiated report: An allegation of child abuse or neglect found to be true by a probable cause standard of evidence.

V. POLICY

- A. Applicants for employment must certify using the [Consent to Release Information for Employment Purposes](#) form whether they have been identified in any state or jurisdiction as the perpetrator in a substantiated report of child abuse or neglect, or are identified as the perpetrator in a pending investigation or appeal of a report of child abuse or neglect.
- B. The Department shall conduct Central Registry background checks for all applicants. Any applicant identified as the perpetrator in a substantiated report of child abuse or neglect in the Central Registry is ineligible for employment with DCS.
- C. The Department shall use information contained in the Central Registry and/or other available credible sources to confirm information provided by applicants. The Recruitment Manager or his/her designee will review all reports before a final decision regarding employment is made. This information shall be used as a factor, including the frequency, severity, and totality of the circumstances related

to the report(s) in determining eligibility for employment.

- D. Applicants whose children have ever been adjudicated dependent are disqualified from employment. Applicants whose children are the subject of a pending adjudication will have their applications reviewed by DCS Human Resources Employee Relations.
- E. Applicants whose parental rights have ever been involuntarily terminated are disqualified from employment.
- F. All information obtained through or as a result of this policy is confidential by law. Department employees who in any way disclose or use information obtained through or as a result of this policy for any purposes other than those authorized by law are subject to disciplinary action up to and including dismissal. Unauthorized dissemination of DCS information is a class 2 misdemeanor.

VI. PROCEDURES

- A. Human Resources verifies requisitions for open positions and includes in the vacancy announcement that the position requires a Central Registry search.
- B. The Hiring Authority or designee responsible for filling a position ensures that all applicants complete a Consent to Release Information for Employment Purposes form as part of the application process to certify whether they are involved in a pending investigation or appeal of a substantiated report of child abuse or neglect, or have been identified in any state or jurisdiction as the perpetrator in a substantiated report of child abuse or neglect.
- C. When an applicant discloses on the Consent to Release Information for Employment Purposes form that he/she is under a pending DCS investigation or appeal, or he/she has been identified in any state or jurisdiction as the perpetrator in a substantiated report of child abuse or neglect, the following actions are taken:
 - 1. The applicant is given the opportunity to complete the Consent to Release Information for Employment Purposes form as part of the application process to explain details of the allegations including what the allegation was, and when/where the investigation was conducted.
 - 2. Refusal to sign the form will result in disqualification from consideration for employment.

- a. The Hiring Authority contacts the state or jurisdiction where the substantiated act occurred.
 - b. The Hiring Authority uses any information provided to determine the suitability of the applicant for employment.
 - c. If no information is provided by the identified state or jurisdiction, the Hiring Authority may use any credible information and any information that has been provided by the applicant to determine his/her suitability for employment.
- D. Prior to extending an offer of employment for a position covered by this policy, the Hiring Authority arranges for/verifies that a search of the applicant's name and date of birth is made against the Central Registry.
1. Human Resources staff performs this search.
 2. Based upon need, Human Resources staff may consult with other units within DCS to assist in interpreting the Central Registry information.
- E. For all applicants identified as a perpetrator in a report that has not been substantiated, the following apply:
1. Human Resources will send the applicant's name and identifying information to the DCS Office of the Ombudsman for further investigation.
 2. The Office of the Ombudsman will forward a summary of their investigation to DCS Human Resources Employee Relations to make a determination about the applicant's status.
 3. Information obtained from the Central Registry is confidential and can only be released as authorized by law. Department employees who disclose or use information obtained from a Central Registry search for any purpose other than those outlined in this policy may be subject to disciplinary action up to, and including, dismissal. Impermissible dissemination of DCS information is a class 2 misdemeanor.
 4. Human Resources maintains this information in a secure location for two-

and-one-half years from the date of the review.

- F. Current employees are required to notify their immediate supervisor that they have been identified as the perpetrator in a report of child abuse or neglect, according to the following guidelines:
1. The employee notifies the supervisor within three (3) work days of notification by DCS of the DCS report and the specific allegation contained in the report.
 2. Upon notification from the DCS Protective Services Review Team (PSRT) of the administrative decision regarding a DCS report, the employee notifies the supervisor within three (3) work days of PSRT decision and whether or not the employee plans to appeal.
 - a. Employees who choose not to appeal a substantiated finding will be reported to DCS Human Resources and identified for dismissal.
 3. The employee notifies his/her supervisor within three (3) work days of their notification of the final outcome of their appeal.
- G. When a current employee discloses to his/her immediate supervisor that he/she has been identified as the perpetrator in a report of child abuse or neglect, the following actions occur:
1. The employee's field management may place the employee on desk duty or assign duties that do not require contact with children, or access to confidential information, pending an investigation of the matter by DCS management.
 2. The Department conducts an investigation in accordance with Policy and Procedure Manual Chapter 2: Section 11.7, Investigation Involving Department of Child Safety Employees.
 3. At the conclusion of the investigation, DCS management determines the employee's ongoing suitability for continuing employment.
 4. The supervisor maintains the utmost discretion and confidentiality and discusses only with management on a need-to-know basis. Supervisors or Department employees who divulge or use information disclosed by an

employee who has been identified as a subject of a report of child abuse or neglect, for any purpose other than those outlined in this policy, may be subject to disciplinary action up to, and including, dismissal. Impermissible dissemination of DCS information is a class 2 misdemeanor.

VII. FORMS INDEX

[*Consent to Release Information for Employment Purposes \(DCS-1037A\)*](#)

[*Use of Central Registry for Employment Purposes Employee Acknowledgement \(DCS-1038A\)*](#)