

HR-59 - Criminal Activity Reporting and Background Checks

Owner: Human Resources

Key Points

- This policy applies to all MetroHealth System (MHS) Workforce Members.¹
- This policy establishes the requirements for background checks and self-reporting of Convictions² and certain Charges/Arrests³; establishes a procedure for management's assessment of background checks and self-reported information to determine whether an individual is suitable for employment, services, or training.

Policy

1. MHS supports a working and patient care environment that is safe for all staff, patients, and visitors; as such, Workforce Members are expected to conduct themselves in accordance with all federal, state and local laws both in the workplace and in the community.
2. MHS conducts criminal background checks on candidates selected for employment, and MHS has background check requirements for other Workforce Members who engage in services or training at MHS. Workforce Members and candidates for employment are also required to self-disclose criminal Convictions and, and certain criminal Arrests and Charges, as defined in this policy, both pre- and post-employment/service.
3. MHS supports an inclusive and diverse workforce and ex-offender reentry. An Arrest, Charge or Conviction is not necessarily a bar to employment or services/training. MHS conducts a fair and job-related assessment of background check information. MHS follows all applicable laws and regulations that preclude individuals from employment or services/training based on criminal history, as well as all laws and regulations that govern criminal history inquiries and the background check process.

Pre-Employment and Pre-Services/Training Background Checks

4. MHS is committed to fair hiring and diversity in its workforce, including the opportunity for individuals with a criminal background to rehabilitate and maintain gainful employment. An Arrest, Charge or Conviction is not necessarily a bar to employment or services/training. An individual's criminal background is assessed using fair screening standards, on an individualized, case-by-case basis. Consideration of an individual's criminal history is job-related and consistent with business necessity.
5. Toward its support of ex-offender reentry, MHS partners with community organizations to assist with recruitment of individuals with criminal backgrounds and to support their transition and retention in the workforce. MHS seeks to use training programs and internships as a means of introducing ex-offenders to the workforce.
6. In further support of ex-offender reentry, MHS does not inquire about criminal background on its initial employment application (unless in accordance with applicable law or standard). Relevant inquiries about criminal history occur later in the hiring process, generally during interviewing.

7. All final candidates offered conditional employment by MHS are subject to a background check, generally prior to starting employment. Employment is conditioned upon successful completion of the background check process. A background check is required regardless of the classification of offered employment, including full-time, part-time, regular, temporary, or PRN.
8. During pre-employment screening, self-reporting is required even where a Charge/Arrest or Conviction has been expunged or sealed.
9. An employment candidate has the opportunity to verify the accuracy of information that is received through the background check process, including pre-adverse action notification.
10. MHS maintains background check requirements for other Workforce Members who engage in services or training at MHS. Continued provision of services/training is conditioned upon successful completion of the background check process. MHS may perform the background check process directly, or by agreement. MHS may have the involved school, contractor, vendor, or other outside party perform the check and assess the results and confirm its assessment to MHS.
11. At the time of application for employment or to engage in training or services, all individuals are required to give MHS (or the applicable outside party) authorization to conduct background checks both at the time of application and at any future time during the period of employment or services/training. MHS management may conduct or request criminal background checks of employees and other Workforce Members at any time, including unannounced or random checks.
12. For all candidates for conditional employment and certain Workforce Members, the background check process will also include the following:
 - 12.1. A criminal history check based on fingerprint, performed by the Ohio Bureau of Criminal Identification and Investigation (BCII) and/or the Federal Bureau of Investigation (FBI), which, based on the nature of MHS operations may include sealed or expunged offenses in accordance with applicable law.
 - 12.2. Checking the individual for inclusion on applicable “exclusion” lists (see policy [EC-06 - Federal and State Exclusion Lists](#)). Individuals are exempt from consideration for employment or services/training if they are listed by a federal, state, or local agency as debarred, excluded, or otherwise ineligible for participation in federally funded or other health care programs, or if they are excluded from receiving applicable federal or other government contracts, subcontracts, assistance or benefits.
13. Background checks and other screenings may take several weeks to be processed. In special circumstances, MHS may allow certain Workforce Members to start conditional employment, services, or training, or begin new covered duties or responsibilities, before the results are received and assessed. If the results lead to a conclusion that the individual is not suitable, the individual’s employment, services or training is terminated.
14. Any omissions of information or inaccuracies submitted by a Workforce Member during application or during the background check process, regardless of when it is discovered, may be cause for revocation of any conditional offer of employment, or immediate termination of employment, services, or training.

15. In general, Human Resources maintains the background check information regarding employees and such information is shared with the hiring/supervising manager or department on a need-to-know basis. Background check information that is received directly by a department is kept confidential on a need-to-know basis.

Self-Reporting Requirements for Workforce Members

16. All Workforce Members are required to self-report certain Charges/Arrests and all Convictions as defined in this Policy to MHS management immediately. Employees are required to report the Charges/Arrests and Convictions to the Human Resources department by completing the Self-Disclosure Form (Attachment C). Other Workforce Members should report Charges/Arrests and Convictions in writing to the member of MHS management who oversees their services or training.
17. Due to the public and safety-sensitive nature of MHS' operations, where a Workforce Member expects to be Arrested, indicted, Charged, or convicted, they are expected to notify management of the circumstances relating to the case as soon as possible, and prior to the Arrest, indictment, Charge or Conviction.
18. Self-reporting is also required for any Conviction for the attempt to commit, conspiracy to commit, or complicity in committing crimes. Self-reporting is also required for any Charges/Arrest for the attempt to commit, conspiracy to commit, or complicity in committing any violations identified on the Charges/Arrests list attached to this Policy, or similar violations.
19. Failure to disclose a Charge/Arrest or Conviction as required may be grounds for immediate termination of employment, services or training.
20. All Workforce Members are required to immediately disclose to MHS management or the Ethics and Compliance department any debarment, exclusion, suspension, or other event that makes the individual or entity ineligible for employment, medical staff privileges, or any relationship that involves the provision of services to MHS. This is reported to Human Resources or to the Ethics and Compliance department.

Investigation and Further Action

21. Upon receiving positive results on a background check or self-disclosure of a Workforce Member's Charge/Arrest or Conviction, management conducts an investigation and makes a determination regarding the individual's suitability for employment, services or training.
22. Management assesses whether a Conviction or Charge/Arrest is one that automatically disqualifies the individual from employment or services/training under applicable laws or regulations. Convictions and Charges/Arrests for offenses that do not result in automatic disqualification are considered on an individualized, case-by-case basis considering numerous factors, described below.
23. Depending on the circumstances, a Workforce Member may be placed on administrative leave until the investigation is completed and a determination is made as to whether the individual is suitable for employment or services/training. This leave will be as long as necessary for management to obtain and assess all required relevant information. Especially where information needs to be obtained from outside sources, leave may be of an extended duration. The leave will generally be unpaid in accordance with policy.

[HR-64 - Administrative Leave](#), though an employee may be permitted to use available accrued vacation or personal time to cover the leave. Because information in these situations can take extensive time to obtain and assess, unpaid time will not be capped at five (5) of the employee's scheduled workdays under policy [HR-64 - Administrative Leave](#).

24. Such an investigation may include a requirement that the individual present documentation confirming the circumstances and underlying conduct surrounding the Charge/Arrest or Conviction, or documentation relevant to any of the factors described below. The individual is responsible for any costs associated with obtaining such documentation. This may include documentation from a qualified professional, such as a reentry professional, confirming completion of probation requirements or rehabilitation efforts. Management may also require documentation from an appropriate health care provider confirming that the individual is not expected to pose a safety threat to him/herself or others in the workplace. Management may also require that the employee be assessed by a provider or professional of management's choosing. Likewise, management may require that the individual provide any necessary release to allow management to communicate directly with such outside parties in order to obtain this information.
25. Considering the factors below, management may take employment action, up to and including termination of employment, based upon the underlying conduct surrounding a Charge/Arrest or other allegation, or upon other relevant information discovered during investigation, even in the absence of criminal Conviction.

Factors to Be Considered

26. The totality of the circumstances surrounding the Charge/Arrest or Conviction of criminal activity and the underlying conduct are considered. The factors to be taken into account by management in determining suitability for employment or services/training, and for purposes of any related disciplinary outcomes, may include but are not limited to the following:
 - 26.1. The nature and gravity of the offenses and/or underlying conduct.
 - 26.2. The time that has passed since the offenses and/or completion of the sentences.
 - 26.3. The individual's overall criminal record, including time, nature and number of offenses.
 - 26.4. The individual's age at the time of the offenses.
 - 26.5. Whether the offenses and/or underlying conduct are related to the individual's job/role and assigned duties/responsibilities, or to the individual's access to patients, sensitive information, facilities or property.
 - 26.6. Whether the offenses and/or underlying conduct are related to healthcare or to the provision of services to vulnerable populations.
 - 26.7. Whether the offenses and/or underlying conduct involved a victim(s), and whether that victim(s) was part of a vulnerable population.
 - 26.8. Whether the offenses and/or underlying conduct involved physical violence or threats of violence, including but not limited to domestic violence.
 - 26.9. Whether the offenses and underlying conduct constitute a safety or security threat to MHS patients, visitors, workforce or property.
 - 26.10. Whether the offenses and/or underlying conduct reflect on the individual's character, such as those involving dishonesty or moral turpitude.
 - 26.11. Whether the offenses and/or underlying conduct otherwise impact the interests or mission of MHS.
 - 26.12. Whether the offenses are expected with and related to qualifications for the position at MHS (such

as in the case of an individual who works with certain populations, such as a peer counselor who has experience with drug use or gang activity).

- 26.13. The vulnerable nature of the population with which the individual will be assigned to work, including pediatric, elderly, and psychiatric patient populations.
- 26.14. The individual's efforts toward rehabilitation or reentry, and evidence of successful rehabilitation.
- 26.15. The individual's employment or other service history with MHS or other organizations, both before and after the offenses.
- 26.16. The individual's honest and full disclosure of the offenses and related information;
- 26.17. Any other mitigating factors or other information MHS determines would be helpful in considering whether the individual is qualified for consideration for the position.

Long-Term Care/Skilled Nursing Facilities

27. In accordance with Ohio law, any person in a position that involves provision of direct care to an older adult in its Long-Term Care/Skilled Nursing Facilities, including sub-acute facilities who has been convicted of:
 - 27.1. An offense listed in Attachment B – List of Disqualifying Offenses for Long-Term Care/Skilled Nursing Facilities); or
 - 27.2. A violation of an existing or former law of Ohio, any other state, or the United States that is substantially equivalent to any of the offenses listed on Attachment B.
28. MHS may also use the List of Disqualifying Offenses for Long-Term Care/Skilled Nursing Facilities (Attachment B) to disqualify other Workforce Members from providing services/training at MHS' Long-Term Care/Skilled Nursing Facilities, including sub-acute facilities.
29. MHS considers Charges/Arrests for these and other offenses, and Convictions for offenses not listed in Attachment B, in evaluating an individual's suitability for employment or services/training at MHS' Long-Term Care/Skilled Nursing Facilities.
30. MHS conducts regular fingerprinting and background checks as required by applicable law and regulations, and as deemed appropriate by management.

End Notes

- ¹ Workforce Member: Employees, providers, volunteers, trainees, and other persons whose conduct, in the performance of work for MHS, is under the direct control of such entity, whether or not they are paid by MHS.
- ² Conviction: A determination made by a jury, judge, or similar authority that an individual is guilty of any criminal offense, including acceptance of any plea of guilt, "no contest", or "nolo contendere." This includes all levels of misdemeanors or felonies. This includes all felony or misdemeanor drug offenses, including where a court grants intervention in lieu of conviction (ILC), treatment in lieu of conviction (TLC), or a similar diversion program. It does not include minor misdemeanor drug possession convictions under Ohio Rev. Code Sec. 2925.11(D). It includes any offense involving driving under the influence (DUI), driving while intoxicated (DWI), operating a vehicle while impaired (OVI), operating a motor vehicle while under the influence (OMVI), or similar offense. It does not include minor traffic violations.
- ³ Charge/Arrest: An arrest, complaint, charge, indictment or similar allegation that an individual committed any level of violation of any criminal statute that is included in the List of Potentially Disqualifying Charges/Arrests in this Policy (Attachment A), or any existing or former criminal law that is similar in nature. This includes all levels of misdemeanors or felonies. This includes all felony or misdemeanor drug offenses, including where a court grants intervention in lieu of conviction (ILC), treatment in lieu of conviction

(TLC), or a similar diversion program. It does not include minor misdemeanor drug possession charges or arrests under Ohio Rev. Code Sec. 2925.11(D). It includes any offense involving driving under the influence (DUI), driving while intoxicated (DWI), operating a vehicle while impaired (OVI), operating a motor vehicle while under the influence (OMVI), or similar offense. It does not include minor traffic violations.

Attachments

- A. List of Potentially Disqualifying Charges/Arrests – Must Be Self-Disclosed
- B. List of Disqualifying Offenses for Long-Term Care/Skilled Nursing Facilities
- C. Self-Disclosure Form

Reference

Ohio Revised Code 3721.121(C)(1)

Dates

Initiated October 1, 2001 – Revised December 2018, March 2020

Attachment A

List of Potentially Disqualifying Charges/Arrests – Must Be Self-Disclosed

In accordance with Policy No. HR-59 - Background Checks and Criminal Activity Reporting, Workforce Members must disclose to management any Charge or Arrest alleging any level of violation (misdemeanor or felony) of the following statutory provisions. This includes any Charge or Arrest for the attempt to commit, conspiracy to commit, or complicity in committing listed or similar violations. Workforce Members must also report any Charge/Arrest alleging any violation of any other current or former criminal law, in any state, nation, or other court or tribunal, that is similar in nature to those listed.

In addition, ANY Conviction, guilty verdict, guilty plea, “no contest” or nolo contendere plea regarding ANY FELONY OR MISDEMEANOR – WHETHER INCLUDED ON THIS LIST OR NOT – must be disclosed to management in accordance with Policy No. HR-59, Background Checks and Criminal Activity Reporting.

Self-reporting is required even where a Conviction or Charge/Arrest has been expunged or sealed.

A violation of any of the following sections of the Ohio Revised Code, including the attempt to commit, conspiracy to commit, or complicity in committing any of the following:

- (a) 959.13 (cruelty to animals);
- (b) 959.131 (prohibitions concerning companion animals);
- (c) 2903.01 (aggravated murder);
- (d) 2903.02 (murder);
- (e) 2903.03 (voluntary manslaughter);
- (f) 2903.04 (involuntary manslaughter);
- (g) 2903.041 (reckless homicide);
- (h) 2903.11 (felonious assault);
- (i) 2903.12 (aggravated assault);
- (j) 2903.13 (assault);
- (j) 2903.15 (permitting child abuse);
- (k) 2903.16 (failing to provide for a functionally impaired person);
- (l) 2903.21 (aggravated menacing);
- (m) 2903.211 (menacing by stalking);
- (n) 2903.22 (menacing);
- (o) 2903.34 (patient abuse and neglect);
- (p) 2903.341 (patient endangerment);
- (q) 2905.01 (kidnapping);
- (r) 2905.02 (abduction);
- 2905.03 (unlawful restraint);*
- (s) 2905.04 (child stealing, as it existed before July 1, 1996);
- (t) 2905.05 (criminal child enticement);
- (u) 2905.11 (extortion);
- (v) 2905.12 (coercion);
- (w) 2905.32 (trafficking in persons);
- (x) 905.33 (unlawful conduct with respect to documents);
- (z) 2907.02 (rape);
- (aa) 2907.03 (sexual battery);
- (bb) 2907.04 (unlawful sexual conduct with a minor, formerly corruption of a minor);

(cc) 2907.05 (gross sexual imposition);
(dd) 2907.06 (sexual imposition);
(ee) 2907.07 (importuning);
(ff) 2907.08 (voyeurism);
(gg) 2907.09 (public indecency);
(hh) 2907.12 (felonious sexual penetration, as it existed before July 1, 1996);
(ii) 2907.21 (compelling prostitution);
(jj) 2907.22 (promoting prostitution);
(kk) 2907.23 (enticement or solicitation to patronize a prostitute; procurement of a prostitute for another);
(ll) 2907.24 (soliciting after positive HIV test);
(mm) 2907.25 (prostitution);
(nn) 2907.31 (disseminating matter harmful to juveniles);
(oo) 2907.32 (pandering obscenity);
(pp) 2907.321 (pandering obscenity involving a minor);
(qq) 2907.322 (pandering sexually oriented matter involving a minor);
(rr) 2907.323 (illegal use of a minor in nudity-oriented material or performance);
(ss) 2907.33 (deception to obtain matter harmless to juveniles);
(tt) 2909.02 (aggravated arson);
(uu) 2909.03 (arson);
(vv) 2909.04 (disrupting public services);
(ww) 2909.22 (soliciting or providing support for act of terrorism);
(xx) 2909.23 (making terroristic threat);
(yy) 2909.24 (terrorism);
(zz) 2911.01 (aggravated robbery);
(aaa) 2911.02 (robbery);
(bbb) 2911.11 (aggravated burglary);
(ccc) 2911.12 (burglary);
(ddd) 2911.13 (breaking and entering);
2911.31 (safecracking);*
2911.32 (tampering with coin machines);*
(eee) 2913.02 (theft);
(fff) 2913.03 (unauthorized use of a vehicle);
(ggg) 2913.04 (unauthorized use of property, computer, cable, or telecommunication property);
2913.041 (possession or sale of unauthorized cable television device);*
(hhh) 2913.05 (telecommunications fraud);
2913.06 (unlawful use of telecommunications device):*
(iii) 2913.11 (passing bad checks);
(jjj) 2913.21 (misuse of credit cards);
(kkk) 2913.31 (forging identification cards or selling or distributing forged identification cards);
(lll) 2913.32 (criminal simulation);
2913.33 (making or using slugs);*
2913.34 (trademark counterfeiting);*
(mmm) 2913.40 (medicaid fraud);
(nnn) 2913.41 (defrauding a rental agency or hostelry);
(ooo) 2913.42 (tampering with records);

(ppp) 2913.43 (securing writings by deception);
(qqq) 2913.44 (personating an officer);
(rrr) 2913.441 (unlawful display of law enforcement emblem);
(sss) 2913.45 (defrauding creditors);
(ttt) 2913.46 (illegal use of SNAP or WIC program benefits);
(uuu) 2913.47 (insurance fraud);
(vvv) 2913.48 (workers' compensation fraud);
(www) 2913.49 (identify fraud);
(xxx) 2913.51 (receiving stolen property);
2915.05 (cheating – corrupting sports);*
(yyy) 2917.01 (inciting to violence);
(zzz) 2917.02 (aggravated riot);
(aaaa) 2917.03 (riot);
(bbbb) 2917.31 (inducing panic);
(cccc) 2919.12 (unlawful abortion);
(dddd) 2919.121 (unlawful abortion upon minor);
(eeee) 2919.123 (unlawful distribution of an abortion-inducing drug);
(ffff) 2919.22 (endangering children);
(gggg) 2919.23 (interference with custody);
(hhhh) 2919.24 (contributing to unruliness or delinquency of child);
(iiii) 2919.25 (domestic violence);
(jjjj) 2921.03 (intimidation);
2921.04 (intimidation of attorney, victim or witness in criminal case);*
(kkkk) 2921.11 (perjury);
(llll) 2921.12 (tampering with evidence);
(mmmm) 2921.13 (falsification - in theft offense - to purchase firearm);
(nnnn) 2921.21 (compounding a crime);
(oooo) 2921.24 (disclosure of confidential information);
(pppp) 2921.32 (obstructing justice);
(qqqq) 2921.321 (assaulting or harassing a police dog, horse, or service animal);
(rrrr) 2921.34 (escape);
(ssss) 2921.35 (aiding escape or resistance to lawful authority);
(tttt) 2921.36 (illegal conveyance of weapons, drugs or other prohibited items onto grounds of detention facility or institution);
2921.41 (theft in office);*
(uuuu) 2921.51 (impersonation of peace officer);
(vvvv) 2923.12 (carrying concealed weapon);
(wwww) 2923.122 (illegal conveyance or possession of deadly weapon or dangerous ordinance in a school safety zone, illegal possession of an object indistinguishable from a firearm in a school safety zone);
(xxxx) 2923.123 (illegal conveyance, possession, or control of deadly weapon or ordinance into a courthouse);
(yyyy) 2923.13 (having weapons while under disability);
(zzzz) 2923.161 (improperly discharging a firearm at or into a habitation or school);
(aaaaa) 2923.162 (discharge of firearm on or near prohibited premises);
(bbbbb) 2923.21 (improperly furnishing firearms to minor);
(cccc) 2923.32 (engaging in a pattern of corrupt activity);

(ddddd) 2923.42 (participating in criminal gang);
 (eeee) 2925.02 (corrupting another with drugs);
 (ffff) 2925.03 (trafficking in drugs);
 (gggg) 2925.04 (illegal manufacture of drugs or cultivation of marijuana);
 (hhhhh) 2925.041 (illegal assembly or possession of chemicals for the manufacture of drugs);
 (iiii) 2925.05 (funding of drug or marijuana trafficking);
 (jjjj) 2925.06 (illegal administration or distribution of anabolic steroids);
 (kkkk) 2925.09 (illegal administration, dispensing, distribution, manufacture, possession, selling, or using of any dangerous veterinary drug);
 (llll) 2925.11 (possession of controlled substances);
 2925.12 (possessing drug abuse instruments);*
 (mmmm) 2925.13 (permitting drug abuse);
 (nnnn) 2925.14 (illegal use, possession, dealing, selling, or advertising of drug paraphernalia);
 (oooo) 2925.141 (illegal use or possession of marijuana drug paraphernalia);
 (pppp) 2925.22 (deception to obtain dangerous drugs);
 (qqqq) 2925.23 (illegal processing of drug documents);
 (rrrr) 2925.24 (tampering with drugs);
 2925.31 (abusing harmful intoxicants);*
 2925.32 (trafficking in harmful intoxicants - improperly dispensing or distributing nitrous oxide);*
 (ssss) 2925.36 (dispensing drug samples);
 2925.37 (counterfeit controlled substance offenses);*
 (tttt) 2925.55 (unlawful purchase of pseudoephedrine product);
 (uuuu) 2925.56 (unlawful sale of pseudoephedrine product);
 (vvvv) 2927.12 (ethnic intimidation);
 (wwww) 3716.11 (placing harmful or hazardous objects in food or confection);
 Any other offense, committed purposely or knowingly, and involving physical harm to persons or a risk of serious physical harm to persons;*
 Any other felony or misdemeanor drug offense (including where a court grants intervention in lieu of conviction (ILC), treatment in lieu of conviction (TLC), or a similar diversion program); this does not include minor misdemeanor drug possession offenses under Ohio Rev. Code Sec. 2925.11(D);*
 Any other offense involving driving under the influence (DUI), driving while intoxicated (DWI), operating a vehicle while impaired (OVI), operating a motor vehicle while under the influence (OMVI), or similar offense.*

(2) If related to an offense listed above, 2923.01(conspiracy), 2923.02 (attempt), or 2923.03 (complicity); or
 (3) A violation of an existing or former municipal ordinance or law of the State of Ohio, any other state, the United States, or any other nation, court or tribunal that is substantially equivalent to any of the offenses or violations described above.

List accessed 2/14/2020 from:

1. Ohio Administrative Code 3701-60-06, Home Health Agencies, Criminal records check: disqualifying offenses. Effective: 01/01/2013. Promulgated Under: Ohio Revised Code 119.03. Statutory Authority: Ohio Revised Code 3701.881
2. State of Ohio Board of Pharmacy Application Legal & Disciplinary Questions (updated 1/14/19) (denoted above by *) Workforce Members must report any Charge or Arrest alleging any level of violation (misdemeanor or felony) of statutes listed in both sources, or violation of any other criminal law that is similar in nature to those listed.

Attachment date: 2/21/2020

Attachment B

List of Disqualifying Offenses for Long-Term Care/Skilled Nursing Facilities

2903.01 Aggravated Murder
2903.02 Murder
2903.03 Voluntary Manslaughter
2903.04 Involuntary Manslaughter
2903.11 Felonious Assault
2903.12 Aggravated Assault
2903.13 Assault
2903.16 Failing to Provide for a Functionally Impaired Person
2903.21 Aggravated Menacing
2903.34 Patient Abuse and Neglect
2905.01 Kidnapping
2905.02 Abduction
2905.11 Extortion
2905.12 Coercion
2907.02 Rape
2907.03 Sexual Battery
2907.05 Gross Sexual Imposition
2907.06 Sexual Imposition
2907.07 Importuning
2907.08 Voyeurism
2907.09 Public Indecency
2907.12 Felonious Sexual Penetration
2907.25 Prostitution
2907.31 Disseminating Matter Harmful to Juveniles
2907.32 Pandering Obscenity
2907.321 Pandering Obscenity Involving a Minor
2907.322 Pandering Sexually Oriented Matter Involving a Minor
2907.323 Illegal Use of Minor in Nudity-Oriented Material or Performance
2911.01 Aggravated Robbery
2911.02 Robbery
2911.11 Aggravated burglary
2911.12 Burglary
2911.13 Breaking and Entering
2913.02 Theft: Aggravated Theft
2913.03 Unauthorized Use of a Vehicle
2913.04 Unauthorized Use of Property, Computer, Cable, or Telecommunication Property
2913.11 Passing Bad Checks
2913.21 Misuse of Credit Checks
2913.31 Forging Identification Cards
2913.40 Medicaid Fraud
2913.43 Securing Writings by Deception
2913.47 Insurance Fraud

2913.51 Receiving Stolen Property
2919.25 Domestic Violence
2921.36 Illegal Conveyance of Weapons, Drugs or Other Prohibited Items Onto Grounds of Detention Facility or Institution
2923.12 Carrying Concealed Weapons
2923.13 Having Weapons While Under Disability
2923.161 Improperly Discharging Firearm at or Into Habitation or School
2925.02 Corrupting Another with Drugs
2925.03 Trafficking in Drugs
2925.11 Possession of Controlled Substances
2925.13 Permitting Drug Abuse
2925.22 Deception to Obtain Dangerous Drugs
2925.23 Illegal Processing of Drug Documents
3716.11 Placing Harmful or Hazardous Objects in Food or Confection

List accessed 2/12/2020 from:

Ohio Revised Code Sec. 3721.121(C)(1). Effective: 9/29/2013.

Attachment date: 2/21/2020

Attachment C
Self-Disclosure Form

In accordance with Policy No. HR-59, Background Checks and Criminal Activity Reporting, Workforce Members must self-disclose ANY Conviction, guilty verdict, guilty plea, “no contest” or nolo contendere plea regarding ANY FELONY OR MISDEMEANOR.

Workforce Members must also disclose to MHS any Arrest or Charge alleging any level of violation (misdemeanor or felony) of certain listed provisions of the Ohio Revised Code (See Attachment A to Policy HR- 59). Workforce Members must also report any Charge/Arrest alleging any violation of any other criminal law that is similar in nature to those listed. This includes operating a vehicle while under the influence of drugs or alcohol. It does not include minor traffic violations.

An Arrest, Charge or Conviction is not necessarily a bar to employment and will be assessed in accordance with Policy HR-59.

To self-disclose, complete and submit this form to:
Human Resources Email:
talentacquisition@metrohealth.org

Personal Information:

Last Name	First Name	Employee ID #
Department	Daytime phone #	E-mail

Arrest/Charge/Conviction Information: I have been [check as appropriate]

_____ Arrested for _____ Charged with and/or _____ convicted of
_____ am expecting Arrest, Charge or Conviction

FOR: _____ misdemeanor(s) and/or _____ felony(ies)

In the following court(s) [name of court and city/state]

Self-Disclosure Form, pg. 2

Provide details of all incidents/offenses disclosed, including nature, circumstances, dates of events, and dates of court determinations. Attach additional sheets if necessary. If you have court records, please attach them.

Provide details of all sentencing requirements, including probation. Explain what probation and rehabilitation efforts you have taken. Attach additional sheets if necessary. If you have documentation of such efforts, please attach.

This Section to be completed by Human Resources:

Date disclosure received _____
Disclosure received by _____ via _____
Background check completed _____
Evaluation completed by _____ on _____

Notes on evaluation and action necessary

Signature, Human Resources Representative Date

Form revised 2/21/2020