



# MISSOURI DEPARTMENT OF TRANSPORTATION PERSONNEL POLICY MANUAL

**POLICY TITLE:** Background Checks  
**NUMBER:** 0519  
**CHAPTER TITLE:** Employment

**EFFECTIVE DATE:** February 1, 2017  
**PRIOR EFFECTIVE DATE:** July 1, 2009

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## **POLICY STATEMENT**

The department will conduct background checks on all applicants who have been extended a conditional offer of employment, and on current employees and consultants, as described in this policy. Criminal background checks will be conducted to improve the employment screening process, provide information that will allow the department to determine the suitability of an applicant who has been extended a conditional offer of employment or employee for a particular position within the department, and identify issues that may negatively affect the public's confidence in the department, as well as its staff and services.

## **DEFINITIONS**

**Criminal:** Identifies pending charges, convictions, guilty pleas of felonies and/or misdemeanors, and suspended impositions of sentence that have not yet been totally disposed.

**Driving:** Identifies traffic violations/status of license (e.g., suspended) or driving restrictions.

**Tax:** Identifies compliance with Section 105.262, of the Revised Statutes of Missouri (RSMO), which requires all state employees to file state income tax returns and pay all state income taxes owed as a condition of continued employment.

## **PROVISIONS / REQUIREMENTS**

1. The designated local HR representative will access the Department of Revenue's driver's license database to verify the current status of the applicant's driver's license.

The HR Division will also check the driving status of all employees in a position requiring a CDL on a monthly basis to ensure employees are authorized to operate department vehicles and have the appropriate endorsements as required by the Department of Revenue and MoDOT policy for their position. Any restrictions will be reported to the appropriate district engineer or division leader/state engineer, and the local HR representative for appropriate action.

2. The department will conduct a criminal background check on all applicants who have been extended a conditional offer of employment with the department. A criminal background check will also be requested for all current employees who are transferred or promoted into a position and consultants being hired that require access to the SAM II payroll system or other confidential employee information. Offenses that reasonably

relate to the applicant's/employee's ability to carry out the duties of the job and pending felony or misdemeanor charges may disqualify the applicant/employee from employment. (See Personnel Policy 2500, "Standard Rules of Conduct.") Applicants and employees will be given the opportunity to challenge the accuracy and/or completeness of their criminal history report prior to any action being taken based on the report. Applicants and employees can obtain a copy of their criminal history report by providing a written notarized request to the HR director.

3. As a condition of continued employment with the state of Missouri and MoDOT, all employees employed full-time, part-time, or on a temporary basis, must file state income tax returns and pay all state income taxes. All MoDOT employees will be checked on an annual basis to ensure they are in compliance with Section 105.262 of RSMO. Those employees who are in violation will be notified and will have 45 days to provide the department with a copy of a tax compliance letter from the Department of Revenue. Failure to comply within the designated time will result in immediate dismissal from the department.

Micki Knudsen  
Human Resources Director,  
Signature on File

**CROSS REFERENCE**

[Personnel Policy 2500, "Standard Rules of Conduct"](#)

**PROCEDURE**

[Procedure 0519, "Background Checks"](#)