

FOCUS Committee on Criminal Justice Reform

State of Iowa

Governor Kim Reynolds, Lt. Governor Adam Gregg

Department of Administrative Services

Jim Kurtenbach, Director

Overview

- There is not a standing criminal background disclosure question on State of Iowa DAS applications
- A disclosure statement is included for positions that require criminal background checks
- Background checks for required positions are conducted after selecting and informing successful applicant(s)
- Background check process is managed via Iowa Administrative Rule 54.3(3)

Iowa Administrative Code Section 54.3(3)

- 54.3(3) Background checks. Background checks and investigations, including, but not limited to, checks of arrest or conviction records, fingerprint records, driving records, financial or credit records, and child or dependent adult abuse records...
- Background checks shall be conducted only after receiving approval from the director ... Background checks are subject to the following limitations and requirements:
- (a) Arrest record information, unless otherwise required by law, shall not be considered in the selection of persons for employment unless expressly authorized by the director.
- (b) The appointing authority shall notify the director of each job class or position that requires applicants to undergo any type of background check. The notification shall document the clear business necessity ...
- (c) The appointing authority shall provide a statement that shall be presented to each applicant who is to be investigated ...

Questions?

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