



**CERTIFIED
Contractors Guidelines**

SEARCH CRITERIA

Applicant History Trace	County Criminal
Multi – Court Jurisdictional Database (Over 350 Sources)	Statewide Where Available
National Sex Offender Registry	Federal Criminal Search
Global Watch (FBI Most Wanted, DEA Most Wanted, ATF Most Wanted, OFAC, Terrorist Watch List)	SAMSHA Approved minimum 5 panel drug test (Level 2 only)

CRIMINAL HISTORY

Misdemeanor

No misdemeanor convictions* (where court jurisdiction is pending, continuing or ended less than five years ago) for a crime involving weapons, drugs, violence, theft, robbery, burglary, terroristic threats, or sexual offenses. Not actively listed on Sex Offender Registry or watch lists.

Examples (not a complete listing):

- Assault
- Arson
- Fraud
- Damage/Destruction to Property
- Disorderly Conduct (2 convictions in 5 years)
- Domestic Violence
- Forgery
- Harassment
- Resisting Arrest/Fleeing Arrest
- Sexual Assault
- Theft / Receiving stolen property
- Violation of Restraining/Protection Order
- Weapons Charges

Felony

No felony convictions* (where the court's jurisdiction is pending, continuing or ended less than seven years ago) for a crime involving weapons, drugs, violence, theft, robbery, burglary, terroristic threats, or sexual offenses. Not actively listed on Sex Offender Registry or watch lists.

Examples (not a complete listing):

- Assault
- Arson
- Fraud
- Forgery
- Damage/Destruction to Property
- Domestic Violence
- Harassment
- Homicide/Manslaughter
- Resisting Arrest/Fleeing Arrest
- Sexual Assault
- Theft / Receiving stolen property
- Violation of Restraining/Protection Order
- Weapons Charges

* A conviction includes a plea, verdict, deferred judgment/sentence or finding of guilt regardless of whether sentence was imposed by the court.

DRUG TESTING (Only required for Level 2)

Minimum Requirements

Laboratory testing includes collection of the sample, transport to the laboratory, EMIT analysis, GC/MS confirmation by a SAMHSA-certified laboratory and a test review by a Medical Review Officer, if required. Contractor must test negative for:

- Amphetamines
- Cannabinoids
- Cocaine
- Opiates
- Phencyclidines

FAILURE TO COMPLY

Failure to comply with the testing procedures will be considered a failure to meet the minimum requirements for site access. This includes but is not limited to:

- Failure to sign the Applicant Release Authorization
- Failure to sign the OSCC Applicant Release
- Failure to provide a sample for drug testing
- Providing a sample for drug testing which is outside of the minimum temperature / density / other requirements
- Any other failure to comply with the program rules

One Source does not provide any warranties, expressed or implied, regarding the individuals who meet requirements for site access under the One Source The Background Check Company Certified Contractors Program. One Source The Background Check Company searches the name, date of birth, social security number and other identifying information provided to us by the employer. Although One Source The Background Check Company provides as part of its search a verification service, it is reliant upon the employer who is hiring the applicant to verify the individual's identity. One Source The Background Check Company has put steps in place to minimize data entry errors at our end but cannot guarantee the accuracy of its reports.