



# American Drug Testing

*Drug-Free Workplace Programs*

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## DRUG-FREE WORKPLACE ADVISOR

AN ONGOING SERIES TO PROTECT YOUR COMPANY BY HELPING TO KEEP DRUGS OUT OF YOUR WORKPLACE.

### Understanding Background Screening

Doing a Google search on background checks will lead you to countless websites offering instant national criminal history checks for anywhere from \$18 to \$50. But what are the implications if the information is incomplete—or even worse, wrong? Given this, you’re far better off hiring a professional background screening company with proper certification and resources so you know that you have accurate and complete information to make informed hiring and human resources decisions. Additionally, you need professional advice on using background information legally in compliance with the FCRA (Fair Credit Reporting Act). This protects your organization from legal liability as well as safety issues.

Despite what most people think, large national databases containing everyone’s criminal history information do not exist. In most parts of the country, getting the most current criminal history information on an individual still requires an in-person, hand-pulled criminal history search at a county courthouse.

Relying solely on national criminal history databases can present several problems for employers. First, these databases can be limited to infor-

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mation from a state department of corrections. They are generally records of felony convictions that required incarceration and do not include misdemeanors, arrest records, non-felony convictions and other critical information that would

disqualify the applicant. Additionally, county and state reporting agencies are inconsistent in how often they update their data. Some do so monthly, others every six months or even less frequently, and this leaves too much to chance. Doing a criminal background check and getting back a “no records

found” report doesn’t necessarily mean you’re safe. It simply means information may exist elsewhere that didn’t show up in the particular type of check that you ran.

So how do you run a criminal background screen you can trust to be thorough and accurate? Your best option is to work with an organization that is a member of the National Association of Professional Background Screeners (NAPBS). As NAPBS members, American Drug Testing and our partner companies have employees that go directly to municipalities, counties, states and federal agencies to obtain current and comprehensive information based on the specific needs of the client. Screening types include international, national, state and county criminal background checks, education validation,



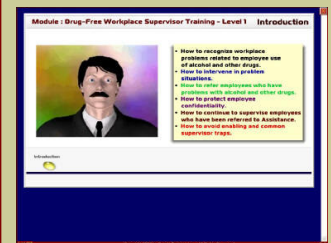
employment validation, Social Security verification, multi-state sex offender lists, and other categories based on the employer’s

needs and in compliance with the FCRA.

Finally, legal guidelines for background screening and use of information vary widely and change depending on the job duties of the applicant. It is critical for employers to get professional advice from a qualified provider about what type of background informa-

tion they obtain, how to obtain it, and how it can be used legally. It’s easy: You can order background checks directly from our website, [www.AmericanDrugTesting.net](http://www.AmericanDrugTesting.net) or call 843-747-4111.

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