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CUMBERLAND
★ COUNTY ★
NORTH CAROLINA

BOARD OF COMMISSIONERS

CANDICE WHITE
Clerk to the Board

KELLIE BEAM
Deputy Clerk

MEMORANDUM

TO: Policy Committee Members (Commissioners Adams, Council, Evans and Lancaster)

FROM: Kellie Beam, Deputy Clerk to the Board *KB*

DATE: March 30, 2016

SUBJECT: Policy Committee Meeting – April 7, 2016

There will be a regular meeting of the Policy Committee on Thursday, April 7, 2016 at 10:30 AM in Room 564 of the Cumberland County Courthouse.

AGENDA

1. Election of Policy Committee Chairman **(NO MATERIALS)**
 2. Approval of Minutes – October 1, 2015 Policy Committee Meeting **(Pg. 2)**
 3. Consideration of Approval to Expand Current Smoke Free Ordinance **(Pg. 9)**
 4. Report on Legal Status of Commissioner-Appointed Boards and Commissions **(Pg. 10)**
 5. Consideration of Revision to the Pre-Employment Background Check Procedures **(Pg. 14)**
 6. Other Items of Business **(NO MATERIALS)**
- cc: Board of Commissioners
Administration
Legal
Communications Manager
County Department Head(s)
Sunshine List

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CUMBERLAND COUNTY POLICY COMMITTEE
 COURTHOUSE, 117 DICK STREET, 5TH FLOOR, ROOM 564
 OCTOBER 1, 2015 – 10:30 A.M.
 MINUTES

MEMBERS PRESENT: Commissioner Charles Evans
 Commissioner Jimmy Keefe
 Commissioner Jeannette Council

OTHER COMMISSIONERS
 PRESENT:

Commissioner Larry Lancaster

OTHERS PRESENT:

Amy Cannon, County Manager
 James Lawson, Deputy County Manager
 Tracy Jackson, Assistant County Manager
 Melissa Cardinali, Assistant County Manager for Finance/
 Administrative Services
 Sally Shutt, Governmental Affairs and Public Information
 Officer
 Rick Moorefield, County Attorney
 Vicki Evans, Finance Director
 Deborah Shaw, County Finance
 Thomas D. McCollum, Ft. Bragg Public Affairs Officer
 Candice White, Clerk to the Board
 Kellie Beam, Deputy Clerk to the Board
 Press

Commissioner Evans called the meeting to order.

1. APPROVAL OF MINUTES – AUGUST 6, 2015 REGULAR MEETING

MOTION: Commissioner Council moved to approve the minutes.

SECOND: Commissioner Keefe

VOTE: UNANIMOUS (3-0)

2. DISCUSSION REGARDING CITIZEN ADVISORY BOARDS

BACKGROUND:

In May 2015, there was consensus of the Board of Commissioners for the clerk to the board to conduct a survey of other County's procedures as it relates to their citizen advisory boards. Of particular interest were their nomination and appointment procedures, protocols as it relates to departments that have boards recommending new members and representation of their citizenry.

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Sixteen (16) counties were surveyed. Alamance, Buncombe, Cabarrus, Davidson, Durham, Guilford, Johnson, Mecklenburg, New Hanover, Onslow and Pitt counties responded. Catawba, Forsyth, Gaston, Union and Wake counties did not respond.

Commissioner Keefe will present some of these proposals during the meeting of the Policy Committee. The clerk to the board also developed proposals consistent with the 2015-2016 Strategic Plan objectives under Goal 4 to increase citizen engagement and to improve communications and collaboration between the County and citizen advisory boards.

RECOMMENDATION:

Proposals presented to Policy Committee for consideration and discussion.

Commissioner Keefe stated the purpose of this presentation is to review the current procedures and implement appointment protocols to promote a culture which affords citizens who wish to serve the opportunities to represent Cumberland County. Commissioner Keefe stated the Board of Commissioners relies on recommendations and expects citizen advisory board members to be knowledgeable, engaged and informed on the issues presented.

Commissioner Keefe stated Cumberland County does not discriminate on the basis of race, color, religion, sex, age, national origin, handicap or disability. Commissioner Keefe stated he would like to revise the citizen advisory board application to request this information from applicants for appointment so the Board of Commissioners can appoint members that reflect the diversity of the County's population. Commissioner Keefe further stated he would like to revise citizen advisory board applications to include questions about specific qualifications required of some citizen advisory boards.

Commissioner Keefe stated the purpose and need of a particular citizen advisory board:

- Some rarely meet and may be able to be absorbed by others
- Some are mandated by state statute
- Some are combined City and County citizen advisory boards
- Some have members not appointed by the Board of Commissioners

Commissioner Keefe stated an assessment of appointees needs to be done for citizen advisory boards that have difficulty filling categorical or general slots and have difficulty obtaining a quorum. Commissioner Keefe further stated the number of members on a citizen advisory board may be too many or too few. Commissioner Keefe stated he would recommend a review and assessment to go to the Board of Commissioners.

Commissioner Keefe stated the process of selecting citizens to become citizen advisory board members is a much larger process than simply nominating and appointing a citizen. Commissioner Keefe stated his recommendation is that the procedure be separated into four (4) separate stages to ensure the most qualified and engaged persons are selected:

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- Recruitment
- Citizen Education
- Citizen Advisory Board Training
- Assessment Survey

Commissioner Keefe explained his proposed recruitment ideas:

- Media Releases
 - Bi-monthly media releases for upcoming term expirations and hard to fill vacancies
 - Media releases prominently displayed on County webpage
 - Chairman may read upcoming term expirations/vacancy list at Board of Commissioners' meetings
- Social Media
 - Email blasts targeting graduates of Citizen Academy and other leadership programs
 - Use of Facebook/Twitter
- Local Education Colleges and Universities
 - Media releases to be forwarded to Fayetteville State University, Methodist University and Fayetteville Technical Community College to promote student involvement
- Citizens Academy and the Institute for Community Leadership
- Chairman to submit an op-ed in September on the County's citizen advisory boards
- Advertising in print media publications in March
- Governmental Affairs Officer to mention, promote and recruit at monthly Chamber Coffee Club meetings
- Board of Commissioners to promote citizen advisory boards during interactions with constituents

Commissioner Keefe explained his proposed Citizen Education ideas:

- Spotlight one citizen advisory board per month
 - Cumberland Matters Television Program with department head and board chairman
 - Column in Cumberland Matters Newspaper containing interviews with department head or board chairman
 - Cumberland Matters column in Up & Coming Weekly and Saturday Extra
 - Spotlight on WFNC radio via "Sally's Spot"
- Webpage Description
 - Enhance the duties and descriptions of citizen advisory boards by including category specific positions and requirements to fill them
 - Post citizen advisory board agendas and minutes on County website in a central location for easy access by citizens
- Prior Experience and Education
 - Continue to give consideration to graduates of Citizens Academy, Institute for Community Leadership and other local leadership academies and programs

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- Prior experience/participation on other citizen advisory boards will be considered

Commissioner Keefe explained his proposed Orientation and Training ideas:

- General Orientation booklet – Clerk to the Board
 - Welcome letter addressed specifically to the new appointee and signed by the chairman of the Board of Commissioners
 - General information such as contact information, strategic plan, Code of Ethics, organizational chart and citizen advisory board meeting times and places, and membership roster
- Full and Complete Orientation – Board Specific
 - Department head, staff liaison and/or citizen advisory board chair will provide a full and complete orientation to cover information specific to their citizen advisory board and provide a tour of their facility
- Welcome & Information Session
 - Will be held annually in October and will cover the strategic plan, budget, how a department or citizen advisory board fits into the strategic plan, what's happening in Cumberland County, what's on the horizon and staying connected through the website and social media

Commissioner Keefe stated he would like to propose that each citizen advisory board member be asked to participate in a survey to assess their experience and provide feedback because it is important for the Board of Commissioners to be informed about the experience that citizen advisory board members have while serving. Commissioner Keefe stated it would also allow citizen advisory board members an opportunity to share anything positive about their experience and anything that could have been improved about their experience while serving on one of the County's citizen advisory boards.

Commissioner Keefe discussed his proposed recommendations:

- Review and assess all citizen advisory boards and make recommendations to the Board of Commissioners
- Work with the County clerk's office and Public Information Office to recruit citizen advisory board members
- Chairman of the Board of Commissioners will appoint a Nominating Committee
 - Will meet quarterly to review applications
 - Nominating Committee will consider:
 - Individual applications
 - Recommendations from department heads/staff liaisons/citizen advisory boards
 - Recommendations from County Commissioners
- Make recommendations to the Board of Commissioners

Commissioner Keefe stated the proposed process would be:

- Nominating Committee will meet quarterly after the adjournment of the Policy Committee meeting

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- Chairman of the Policy Committee will also act as chairman of the Nominating Committee
- All Commissioners, department heads, staff liaisons, applicants or other citizens may attend and provide input
- Last minute applications will be vetted by County departments and presented to Nominating Committee
- Recommendations from the Nominating Committee will be placed on the consent agenda as a report from the Committee (same as Facilities, Finance and Policy Committees) along with draft minutes of the meeting
 - Any County Commissioner may pull the nomination from the consent agenda and make their own nomination at that meeting
- Appointments will be placed on the agenda of the following meeting
 - Nominating Committee chair will read aloud the names of all appointees

Commissioner Evans stated he does not believe the question of race/sex needs to be on the citizen advisory board application because he does not want citizens to feel uncomfortable applying. Commissioner Evans stated he feels having the question of race/sex may be a deterrent for some potential applicants. Commissioner Keefe stated the Board of Commissioners cannot just assume that our citizen advisory boards' makeup is in line with our County population. Commissioner Keefe further stated if the County does not ask the applicant to identify race/sex there would be no way of knowing that the citizen advisory boards are in line with our County population.

Commissioner Council stated this is a sensitive issue but she feels in an effort to try to balance our citizen advisory boards we need to make sure we can look at an application and determine the race and gender of the applicant. Commissioner Council stated the Board of Commissioners would never use race/gender to discriminate against an applicant. Commissioner Evans asked if the same idea would be used on the appointment of commissioners to certain boards. Commissioner Council stated she feels every year the chairman always does a good job balancing the boards.

Commissioner Keefe stated the nominating and appointing process could be tightened up to get better representation from citizens. Commissioner Keefe further stated that with our citizens' education programs we could have the best advisory boards in our state but we are missing procedures and protocol. Commissioner Keefe stated we are constantly seeing people requesting to serve on citizen advisory boards that do not live in Cumberland County and constantly seeing requests for third terms. Commissioner Keefe stated many citizen advisory boards do not meet at all and some cannot function because they cannot obtain a quorum.

Commissioner Council stated she is impressed with the thoroughness of the presentation and the information she received from other counties. Commissioner Council stated some of the proposed procedures would turn into a full time staff job. Commissioner Council stated she does feel we need to do an assessment on the current citizen advisory boards to find out which ones are necessary. Commissioner Council stated she would like to have the County Attorney's Office find out which citizen advisory boards are

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necessary before Commissioner Keefe's proposed appointment process begins. Commissioner Keefe requested the County Attorney's Office and the County Clerk's office do a review and assessment on our citizen advisory boards to see which boards meet and which boards can be reduced.

The consensus of the Policy Committee was to request the County Attorney's Office and the County Clerk's Office do a review and assessment on the current citizen advisory boards to find out which ones are necessary, which ones are mandated by the state and which boards do not meet and bring back to a later Policy Committee meeting. Commissioner Council stated she would also like to see an assessment done as people come off citizen advisory boards. The Policy Committee agreed with Commissioner Council that each citizen advisory board member be asked to participate in a survey to assess their experience and provide feedback regarding their experience.

Candice White, Clerk to the Board, stated a lot of the ideas she put together were based on the Strategic Plan and when this is brought back to the Policy Committee the committee can decide whether staff should move forward with the items consistent with the Strategic Plan.

3. UPDATE ON BAN THE BOX

James Lawson, Deputy County Manager, stated that in 2011 Commissioner Evans asked staff to research "Ban the Box". Mr. Lawson explained "Ban the Box" is removing the question off the employment application that asks about prior criminal convictions. Mr. Lawson stated the use of this question on employment applications is a wide spread practice among employers but has been perceived as a mechanism to weed out applicants with criminal records from further consideration. Mr. Lawson stated the goal was to make sure that all perspective candidates interested in Cumberland County employment were encouraged to apply for employment and given due consideration.

Mr. Lawson stated staff did recommend to "Ban the Box" to the Policy Committee in August 2011 and "Ban the Box" was approved by the Board of Commissioners in September 2011. Mr. Lawson stated a Background Check Policy was also approved that includes procedures to get supplemental information from candidates at the point they are selected for an interview. Mr. Lawson further explained this means at the point an ex-offender secures an interview the supplemental information gives them an opportunity to provide additional information to explain how they have overcome their issues and facilitate dialogue with the interview panel to let them know why they are best suited for the position.

Mr. Lawson stated from his perspective he feels "Ban the Box" has had a positive impact on encouraging ex-offenders to apply and has increased their chances for an interview. Mr. Lawson further stated he feels department heads are being objective and considering all candidates based first on qualifications and giving due consideration to their criminal

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convictions. Mr. Lawson stated ex-offenders have been hired in Cumberland County and those situations have been successful.

Mr. Lawson stated at this point he does not have any quantifiable data but he has been in conversation with the Human Resources Department and they are in the process of developing a way to capture the data so it can be tracked as far as ex-offenders being hired in Cumberland County.

Mr. Lawson stated he has personally seen that “Ban the Box” has restored hope in many ex-offenders that are very thankful that Cumberland County is willing to accept their application and give them an interview. Commissioner Evans stated he would like to thank Mr. Lawson and staff for working on “Ban the Box”.

Commissioner Evans stated he has heard ex-offenders have had a problem getting access to Fort Bragg to continue their contract jobs. Sally Shutt, Governmental Affairs Officer, stated there is a process already in place regarding access control procedures based on Department of Defense (DOD) mandate. Ms. Shutt stated if you have a DOD card you are already in the automated system. Ms. Shutt further stated if you are a non-DOD card holder you are required to get a pass and a criminal background check is conducted. Ms. Shutt stated if you are denied access to Fort Bragg due to criminal activity there is a waiver application process in place. Thomas McCollum, Fort Bragg Public Affairs Officer, stated the waiver process has been in place for some time now and an employee who was denied access could request the waiver application from his or her employer. Mr. McCollum further stated the waiver application process is also available on-line and explained on Fort Bragg’s website.

4. OTHER ITEMS OF BUSINESS

No other items of business.

MEETING ADJOURNED AT 11:43 AM



CUMBERLAND
COUNTY
NORTH CAROLINA

DEPARTMENT OF PUBLIC HEALTH

**MEMO FOR THE AGENDA OF THE APRIL 7, 2016
MEETING OF THE POLICY COMMITTEE**

To: Policy Committee Members
From: Buck Wilson, Public Health Director
Through: Amy Cannon, County Manager
Date: March 31, 2016
Subject: Expanding Current Smoke Free Ordinance

Requested by: Buck Wilson
Presenter(s): Buck Wilson, Public Health Director
Ockidde Harris, CTG Coordinator
Estimate of Committee Time Needed: 15 minutes

BACKGROUND:

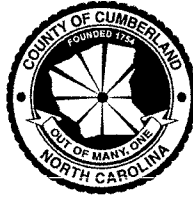
The Board of Health approved interest in expanding the current smoke free ordinance. The presentation will highlight health and economic considerations and additional areas where smoking may be restricted.

RECOMMENDATION/PROPOSED ACTION:

Request is for Policy Committee to consider approval of the expansion of the current smoke free ordinance.

/tlb

RICKEY L. MOOREFIELD
County Attorney



ITEM NO. 4

PHYLLIS P. JONES
Assistant County Attorney

ROBERT A. HASTY, JR.
Assistant County Attorney

OFFICE OF THE COUNTY ATTORNEY

5th Floor, New Courthouse • P.O. Box 1829 • Suite 551 • Fayetteville, North Carolina 28302-1829
(910) 678-7762

**MEMO FOR THE AGENDA OF THE APRIL 7, 2016,
MEETING OF THE POLICY COMMITTEE**

TO: Policy Committee
FROM: Co. Atty. *R. Moorefield*
DATE: March 30, 2016
SUBJECT: Legal Status of the Boards and Commissions to Which the Board of Commissioners Appoints Citizens

Requested by Policy Committee

Estimate of Time Needed: As Needed by Committee

BACKGROUND:

The Policy Committee asked the Clerk and Attorney to review the status of all the boards and commissions to which the Board of Commissioners appoints citizens for the purpose of determining if any of these boards or commissions might or should be eliminated. The Clerk provided the Attorney the information in the Clerk's files as to the creation of these boards and commissions. The Attorney researched the relevant State and Federal laws and regulations to verify the correct status of each of these. This information is presented in the Tables which follow.

In summary:

Those identified in Table I are actually mandated.

Those identified in Table II have the same status as being actually mandated.

Those identified in Table III are required incident to other actions taken by the Board.

The appointment of the hospital trustees has been carried over from the original controls the Board of Commissioners exercised over management of the hospital when it was a county-owned hospital.

The continuation of those identified in Table V is discretionary with the Board of Commissioners.

Those identified in Section VI need to be further researched.

Table 1. Commissioner-appointed boards required to be in place by State statute or session law:

ABC Board	G.S. 18B-700
Adult Care Home Community Advisory Committee	G.S. 131D-31
Board of Equalization and Review Note: County uses a special Bd. of E & R	G.S. 105-322; S.L 1977-175
Board of Health	G.S. 130A-35
Civic Center Commission	S.L 1991-27; S.L. 2015-61
Cumberland County Community Child Protection/ Fatality Prevention team	G.S. 7B-1406
Cumberland County Juvenile Crime Prevention Council	G.S. 143B-846
FTCC Board of Trustees	G.S. 115D-12
Jury Commission	G.S. 9-1
Nursing Home Advisory Board	G.S. 131E-128
Social Services Board	G.S. 108A-1

Table II. Commissioner-appointed boards required to be in place by Federal law or regulation if the county is to receive federal funding for those programs:

Cumberland County Local Emergency Planning Committee	Sections 301-303, 42 U.S.C. §§ 11001-11003
Cumberland County Workforce Development Board	<i>Workforce Innovation and Opportunity Act of 2014</i>

Table III. Commissioner-appointed boards are required to be in place by Board adopted ordinance, resolution or other action:

Animal Control Board	<i>Animal Control Ordinance</i>
Board of Adjustment	<i>Zoning Ordinance</i>
Alliance Behavioral Healthcare Board of Directors	Interlocal Agreement approved June 17, 2013
FACVB Board of Directors	required by levy of the prepared food and beverage tax, S.L. 1993-413
Fayetteville-Cumberland County Economic Development Corporation	Interlocal Agreement approved September 21, 2015
Joint Planning Board	<i>Subdivision Ordinance; Zoning Ordinance</i>
Minimum Housing Appeals Board	<i>Minimum Housing Ordinance</i>
Parks and Recreation Advisory Board	Interlocal Agreement approved January 5, 2004
Tourism Development Authority	required by levy of occupancy tax, S.L. 2001-484
Wrecker Review Board	<i>Wrecker and Tow Service Ordinance</i>

Table IV. Commissioner-appointed boards subject to the special provisions:

Cumberland County Hospital System, Inc., d/b/d Cape Fear Valley Health System, Board of Trustees: Commissioners serve on the Board of Directors of this corporation and make other appointments pursuant to the Restated and Amended Articles of Incorporation filed February 21, 2006.

Table V. Commissioner-appointed boards created by the Board of Commissioners for specific purpose which are not mandated by any law, regulation or condition of funding:

Cumberland Cemetery Commission	Board Resolution adopted November 20, 1978
Cumberland County Finance Corporation	Articles of Incorporation filed December 27, 1994
Cumberland County Industrial Facilities and Pollution Control Financing Authority	Board Resolution adopted September 10, 1979
Farm Advisory Board	Board Resolution adopted April 5, 2004
Human Relations Commission	Interlocal Agreement approved June 21, 2004
Joint Appearance Commission	Interlocal Agreement approved August 2, 2004
North Carolina's Southeast	voluntary participation by payment of annual dues
Senior Citizens Advisory Commission	Board Resolution adopted October 12, 1978
Southeastern Economic Development Commission	Voluntary participation by payment of annual dues

VI. It will take additional research to give an opinion on status of the following commissioner-appointed boards for the reasons indicated for each:

Air Quality Stakeholders Committee: This committee was required by an agreement among the county, each municipality in the county, FAMPO, the N. C. Department of Environmental and Natural Resources, and the United States Environmental Protection Agency Region 4. It was approved by the Board on December 16, 2002. By its terms, this agreement expired December 31, 2007; however; the Board adopted Resolutions on September 17, 2007, and April 6, 2009, requesting the EPA to consider allowing the County and its municipalities to enter into new agreements for new air quality standards. The County Attorney has been unable to determine at this time whether any further action was taken with respect to these resolutions.

Cumberland County Home & Community Care Block Grant Committee: The County Attorney has not found the minutes reflecting Board Action creating this committee. It may have been the intent of action taken by the Board September 2, 1991, but it is not clear in the context of the discussion reported in the minutes. The County

Attorney has not found any State administrative code regulations that mandate the creation of this committee. The County Attorney needs to do further research on the status of this committee.

Mid-Carolina Aging Advisory Committee: It appears from the committee's by-laws that it was established by the Board of Directors of the Mid-Carolina Council of Governments as a Regional Committee before January 20, 1983. The County Attorney needs to do further research on the status of this committee.

Transportation Advisory Board: It appears from the board's by-laws that it was established pursuant to Federal regulations and was required by NCDOT incident to the Cumberland County Community Transportation Program before December, 2003. The County Attorney needs to do further research on the status of this board to determine how and when it was created.

RECOMMENDATION:

County Attorney recommends that the Policy Committee express its preference as to any boards of committees it might be interested in dissolving and direct staff to report back on the most recent actions taken by those boards for the Policy Committee to determine whether dissolution would be prudent.

AMY H. CANNON
County Manager

JAMES E. LAWSON
Deputy County Manager



CUMBERLAND
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ITEM NO. 5

MELISSA C. CARDINALI
Assistant County Manager

W. TRACY JACKSON
Assistant County Manager

OFFICE OF THE COUNTY MANAGER

MEMO FOR THE AGENDA OF THE APRIL 7, 2016 MEETING OF THE POLICY COMMITTEE

TO: POLICY COMMITTEE
FROM: JAMES LAWSON, DEPUTY COUNTY MANAGER
DATE: MARCH 30, 2016
SUBJECT: CONSIDERATION OF REVISION TO PRE-EMPLOYMENT BACKGROUND CHECK PROCEDURES

Requested by: COMMISSIONER CHARLES EVANS
Presented by: JAMES LAWSON, DEPUTY COUNTY MANAGER
Estimate of Committee Time Needed: 10 MINUTES

BACKGROUND

In September 2011, the Board of Commissioners approved the Policy Committee's recommendation to "ban the box", i.e. remove the question from the employment application that asked applicants about criminal convictions. In addition, a comprehensive pre-employment background check policy was implemented. The Ban the Box Initiative was proposed in an effort to ensure that all applicants received equal consideration for an interview based their job qualifications.

As part of the revised recruitment process, a supplemental application was created for completion by applicants selected for interview. This form requires candidates to acknowledge several job requirements prior to their participation in an interview. In addition, the form asks candidates about criminal convictions.

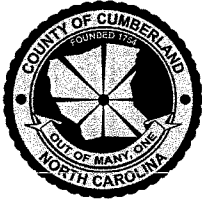
The intent of including the question on the supplemental application was to facilitate conversation during the interview about convictions in relation to the respective job requirements. However, we recently became aware of candidates expressing concerns about the question being included on this form; further that the perception is that we have in essence not "banned the box" from the application process.

RECOMMENDATION

In order to address the above-referenced concerns, County Human Resources and County Management recommends revisions to the Supplemental Application as reflected on the attached. This includes:

- renaming the form to "Candidate Acknowledgement Form"
- removing the question that asks candidates about criminal convictions
- including an acknowledgement that a criminal background check will be conducted prior to consideration for hire.

cc: County Management Team
Julean Self, Deputy Human Resources Director



Name of Applicant: _____

CUMBERLAND COUNTY CANDIDATE ACKNOWLEDGMENT FORM

(To be completed by candidate prior to the interview)

1. **POSITION DESCRIPTION:** I have read the attached job description of the position for which I am interviewing and understand the duties and responsibilities of the job. **Yes** ___ **No** ___ **Initial** _____
2. **JOB VACANCY NOTICE:** I have read the attached job vacancy notice and acknowledge the salary of the position for which I am interviewing. **Yes** ___ **No** ___ **Initial** _____
3. **FITNESS FOR DUTY:** Can you perform the duties of this position? **Yes** ___ **No** ___ **Initial** _____
4. **SAFE DRIVING POLICY** is for all County employees who will be operating motor vehicles for Cumberland County. Employees who will be operating motor vehicles for Cumberland County shall have or obtain within 30 days a valid North Carolina Driver's License.

If this position requires driving a vehicle as a condition of employment and you are selected for this position, a review of your driving record will be conducted to determine if you have a safe driving record. **A non-safe driving record means you cannot be employed by Cumberland County for a position that requires driving as a condition of employment.**

I understand the above statements concerning driving and a safe driving record. I understand the insurance carrier for Cumberland County does conduct periodic driving record reviews of all employees. I further understand that if I am hired, I must immediately report all convictions for moving violations and my involvement in all vehicle accidents to my supervisor and any license revocation (including a pre-conviction revocation on a DWI charge) **within three (3) days of receiving the conviction.**

I agree to abide by the requirements as stated above and understand that failure to do so may lead to disciplinary action, including termination of my employment. **Yes** ___ **No** ___ **Initial** _____

I have a current, valid North Carolina driver's license. **Yes** ___ **No** ___ **Initial** _____

Please describe any **moving violation convictions** within the last three (3) years in regards to your driving record:

5. **CERTIFICATION/LICENSURE REGISTRATION (other than driver's license):** I understand that all licensed, certified, or registered staff are required to maintain current licenses, registration, and/or certification where required by law. Failure to do so will result in immediate termination of employment. **Initial** _____

List your name as it appears on licenses, registrations, certifications.

First: _____ MI: _____ Last: _____

List all states/territories in which you are now or have been registered, licensed, and/or certified:

STATE	TO PRACTICE AS	REGISTRATION NO.	EXPIRATION
_____	_____	_____	_____

6. **INVOLUNTARY SEPARATION:** Have you ever been involuntarily separated from a position? If yes, please describe below. **Yes** _____ **No** _____ **Initial** _____

NOTE: An involuntary separation from a position does not automatically mean you cannot be employed. The nature of the separation and how recent it occurred are considered.

7. **EMPLOYMENT REFERENCES:** I understand that employment references will be conducted on candidates who progress to the final screening stage of the hiring process. Candidates with previous military experience are required to submit a copy of your DD-214 (long form) which is accepted as one of your employment references. **Initial** _____
8. **PRE-EMPLOYMENT BACKGROUND CHECK:** I understand that a pre-employment background check will be conducted on candidates who progress to the final screening stage of the hiring process. The information collected, as part of the background check, may include a criminal history, motor vehicle record, sexual offender registry and credit history. Various inquiries will be conducted based on business necessity as relevant to assigned duties of the position. Any issues that are pertinent to this position should be addressed at the time of interview. **Initial** _____

A conviction does not automatically mean the candidate will not be offered employment. The nature, recentness, and relevance of any convictions or violations, as they relate to the position, will be taken into consideration when evaluating a candidate for employment.

9. **DRUG SCREENINGS:** I understand that if I am selected for a position with Cumberland County, the offer is contingent on a drug screening test and receipt of negative results. This is required for all positions with Cumberland County. **Initial** _____
10. **PROBATIONARY APPOINTMENT:** I understand that candidates hired for a permanent position with Cumberland County must serve a probationary period. This provides the time for effective adjustment of the new employee or termination of those whose performance does not meet acceptable standards. The length of the probationary period is 12 months of either full-time or part-time employment. For employees at Department of Social Services and Public Health the probationary period is two (2) years. **Initial** _____

An employee with a trainee appointment is expected to make satisfactory progress, but is not permanent until he/she has completed the training period. **Initial** _____

11. **TRAINEE APPOINTMENT:** I understand that a new employee is placed in a trainee status if they do not meet the full qualifications for the position. The trainee salary will not be adjusted to the minimum of the range for the classification until the employee meets all education and experience requirements for the appointment. **Initial** _____
12. **OFFICIAL TRANSCRIPTS:** I understand that if selected for a position with degree qualifications, I must provide an official transcript of my college degrees **within 90 days of hire**. Official transcripts must come directly from the college or university. **Initial** _____
13. **SECONDARY/OUTSIDE EMPLOYMENT:** I understand that all outside employment for salary, wages, commissions, and all self-employment must be reported to and approved by the Department Director in writing. Conflicting outside employment may be grounds for disciplinary action up to and

including dismissal. For further information, see the Code of Ethics section 210 on Outside Employment.

Are you currently employed? **Yes** ____ **No** ____ **Initial** _____ Full time ____ Part time ____

If you are currently employed, do you plan to leave that employment if offered a position with Cumberland County? **Yes** ____ **No** ____ **Initial** _____

If no, please explain: _____

ADVISORY NOTE: A false statement or a failure to provide all relevant information may be grounds for not hiring you; or if discovered after you begin work, may lead to disciplinary action, up to and including termination of employment.

CERTIFICATION: I certify to the best of my knowledge and belief that all of my statements are true, correct, complete, and are in good faith. I have answered all questions and taken note of all information relayed to me. I have not omitted any information relative to any employment I have held, either paid or unpaid. If I am selected and hired, I will comply with requirements as stated above.

APPLICANT SIGNATURE

DATE

As the supervisor of this position, I have reviewed the pre-interview questions completed by this candidate and all questions have been initialed and completed.

SIGNATURE OF SUPERVISOR

DATE