

CIR NEWSLETTER

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Check out our new website www.cir-nc.com

Carolina Investigative Research Inc. has redesigned its website. Please visit www.cir-nc.com. The new website provides information on most of the searches offered by CIR, if you don't see a service you need, please call us. The website now includes forms and industry news. If you need copies of frequent forms such as authorizations, adverse action, or "Summary of your Rights" please navigate to the Forms section of the website. (If you have a suggestion for additional forms, please let us know and we will add it.)

The new website was designed by EWeb Designs located in Raleigh, NC. EWeb Design specializes in corporate websites. Timothy Seward, President of EWeb Designs, stated "We are thrilled to be working with Ann Lane and the entire staff of Carolina Investigative Research Inc."

"EWeb Design is happy to assist CIR in presenting an attractive, easy to navigate and professional new site" says Seward. EWEB Design has also created the new data entry system for the website. The new data entry system will debut in about a month, making applicant entry as easy as possible while maintaining high security.



Should you conduct Terrorist searches?

9-11 has changed background screening

New Searches offered by CIR

The terrorist attacks of 2001 have made Americans more aware of international interests and dangers. Our government has made changes designed to protect Americans.

For institutions subject to the provisions of the Patriot Act, especially financial institutes and companies transporting hazardous materials, CIR recommends conducting a terrorist search. Although terrorist screening is not required of employers, the federal government prohibits employers from hiring terrorists and landlords from renting to terrorists. How do you know if you are hiring or renting to a terrorist?

The OFAC search is the Office of Foreign Asset Control database. It includes a search of the Specially Designated Nationals and Blocked Persons. It is comprised of several government databases of individuals identified as terrorists or involved in drug trafficking.

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Thorough Investigative Research is essential in todays world.

CIR is your investigative source.
Call (919) 460-7799

Excluded Parties Search

Does your business do work with Medicare/Medicaid entitlement programs?

If so the government requires that you conduct "the OIG Excluded Party search.

This search consists of individuals convicted of Medicare/Medicaid fraud. It includes companies and individuals barred from conducting business with the government due to fraud. There is a search on the internet that reveals current excluded parties.

The search performed by CIR includes both current and prior exclusion, plus the reason for the exclusion.

This search is essential to any company working with Medicare/Medicaid.

International Backgrounds

CIR conducts International Backgrounds. International Searches are very different than those conducted in the USA. In most European countries, privacy laws prevent criminal record searches. A criminal record is deemed to belong to the person and not the public. Although police checks can be obtained they are returned to the Subject of the report and not to the employer.

CIR's International Searches consists of employment, education, and reference searches.

Privacy and Pre-Employment Screening

Privacy concerns of Americans are an important issue. It seems in many ways we no longer enjoy privacy. The security breach of Choicepoint, (a provider of information about addresses, property ownership, and telephone numbers) made most of us uneasy and concerned. American's are particularly concerned with the privacy of their social security number. CIR will begin to truncate all SSN on background reports, by only displaying the last 4 digits of the SSN.

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There are approximately 3,000 names on the list.

Lists that CIR searches are for the Terrorist Search:

1. **OFAC Search**-It contains the names of individuals designated as being involved or acting on behalf of countries involved in terrorism or international narcotics trafficking
2. **Denied Persons List**-Supplied by the US Commerce Department and indicates individuals and entities restricted from exporting from the US.
3. **OSFI List**-Supplied by the Canadian Office of the Superintendent for Financial Institutions and contains names of individuals and organizations subject to the Regulations Establishing a List of Entities under the Criminal Code of the United Nations Suppressions of Terrorism Regulations
4. **UK Terrorist List**-List is maintained by the Bank of England
5. **Interpol and FBI most wanted**

CIR recommends the following searches for those needing the "Terrorist Search"

- 1) Terrorist search
- 2) Address Trace
- 3) Death Index
- 4) Property search
- 5) Asset (Financial search)
- 6) Criminal and Civil Search
- 7) Vehicle ownership
- 8) Driving Record

Question: Can an Applicant be disqualified because of a criminal record?

Answer: NO, the crime must be job related in order to deny a person a job. If companies deny applicants a job just because they have a criminal it will create an underclass of individuals that can not obtain employment. Business necessity is the key term. The following 3 factors determine "business necessity".

- 1) Nature and gravity of the offense or offenses
- 2) Time that has passed since the conviction or completion of sentence
- 3) Nature of the job held or sought.

HR41 UPDATE

On May 28, 2005, Governor Michael Easley signed Senate Bill 41 into Law. The Bill introduces new procedures for Companies which hire individuals to work with the vulnerable public. This letter is to clarify how our clients should conduct legal background checks.

Applicants who have lived in North Carolina for the past 5 consecutive years; **“YOU MAY CONTINUE TO USE ANY COMPANY YOU CHOSE TO BACKGROUND CHECK YOUR APPLICANTS”**. (“MATTHEWS”) **CIR CAN CONTINUE TO BE YOUR SOURCE FOR BACKGROUND SCREENING.**

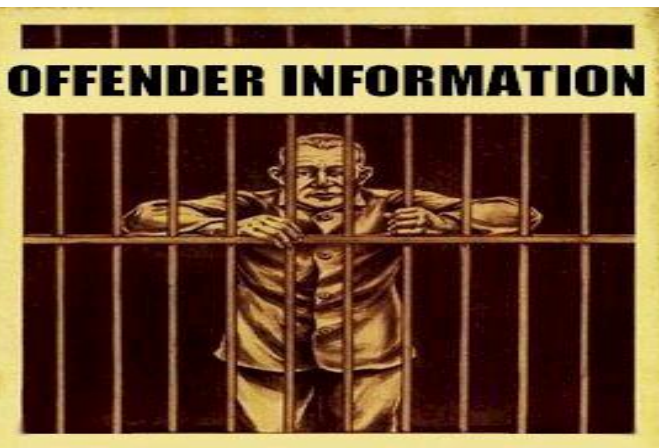
Applicants who have NOT lived in North Carolina for the past 5 consecutive years, the procedure is as follows:

1. Fingerprint cards must be submitted to the SBI
2. SBI will perform a search in North Carolina (fingerprints only)
3. SBI will forward fingerprints to the FBI
4. FBI will perform a nationwide search (fingerprints only)
5. FBI will return results to the SBI
6. SBI will send results to the NC Department of Health & Human Services
7. NC DHHS will send results to the applicant

Employers must be approved with the SBI for searches to be done. Employers will need to contact the SBI on how to become an approved company. Contact information is as follows:

Yvonne Matthews
NC SBI
919-662-4509 Ext. 6366

At this time, the SBI does not know how long the entire process will take. If you have any questions, or we can be of any assistance during this process, please contact our office. CIR can assist you with fingerprinting of applicants.



National Criminal Record Search

The National Criminal Search offered by pre-employment screening companies is not the same search provided by the FBI. The FBI has the only official “National Index”. The index is fingerprint based and is only as good as the information provided to the FBI. The FBI acknowledges it has only limited information as provided to it by the states.

The National Criminal Database Search offered by CIR is a compilation of information from Department of Corrections, Sex Offender Registry and some court data. It mainly consists of Department of Corrections records and 4 states court records. It has been compiled by private industry.

The National Criminal Record search is an add-on search as it is not Fair Credit Reporting Act compliant. To comply with the FCRA, a criminal record search must be as current as the local index. A Database search is by its nature 30 days to 6 months dated material.

CIR recommends conducting the National Criminal Record search as an additional search to your normal legal background, but obtaining a broader search for felony convictions and as close to a National Sex Offender Search as is available.

DRUG-FREE WORKPLACE

Most employers are not required to test for drugs, unless in certain industries, such as transportation. Drug testing today can be either pre-employment or post employment.

Today, pre-employment drug testing has become particularly easy to do. Instant tests are available that may be administered in-house and results returned within minutes, for pre-employment only. We have tested several of the instant tests available and have found the tried and true instant urine test to be accurate.

Instant tests: 1) Oral Swab (Did not test well)
2) Instant Urine (Recommended)

Post employment tests require Chain of Custody for the testing of current employees. In this instance, although instant tests may be conducted, they must be verified through a lab. Tests available for post-employment or random testing:

- 1) Intercept (Oral swab)
- 2) Urine
- 3) Hair

Random testing can uncover more drug abuse in your workplace. When comparing positivity rates US workforce during 2004, random testing resulted in 7.1% positivity, while pre-employment testing resulted in just 4%. Employees that work for companies that conduct random testing are less likely to use drugs once they see and understand the results of random testing. It has proven to be an effective deterrent to drug use.

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ADDRESS CORRECTION REQUESTED

The Latest BACKGROUND SCREENING NEWS
from Carolina Investigative Research Inc.
IS INSIDE FOR YOU!

Do you know? CIR offers the following services:

- **County Criminal Search**
- **State Police Checks**
- **Driving History**
- **Civil Records**
- **National Criminal Search**
- **Federal Records**
- **Employment Check**
- **Education Verification**
- **Credit**
- **Sex Offender**
- **Address Trace**
- **Drug Testing**
- **Terrorist Search**
- **Medicare Fraud**
- **Reference Check**
- **International Backgrounds**