

CHECKLISTS, FORMS AND TEMPLATES

EMPLOYEE SCREENING TO GUARD AGAINST AN INSIDE JOB

These are useful criterion for all organizations that have employees—including security officers—with access to valuable assets, master keys, or capable of pulling off a significant “inside job.” (Of course, checks must be conducted within local, federal, and state laws.)

- High school diploma or equivalent: Mandatory.
- Read and understand written material in language of the security force: Mandatory.
- No history or presence of any significant psychiatric disorder: Mandatory.
- Emotionally stable: Mandatory.
- No criminal conviction record indicating moral turpitude: Mandatory.
- No history of violent acts that would indicate the candidate would harm a visitor or employee: Mandatory.
- No history of child abuse/sexual abuse Mandatory.
- Valid driver's license/safe record: Desirable (Mandatory if driving is required).
- Local or state guard license or certificate: Desirable.
- Pre-employment polygraph (where permitted) or pencil and paper test: Desirable.
- Physical examination by physician: Desirable.
- Drug test: Desirable.
- At least 18 years of age: Mandatory.

Beyond the basic written application, job interviews, and permission to conduct a background investigation, expert advice suggests that you should:

- Conduct a criminal conviction history check for a period of no less than five years prior to the date of application or as far back as is legal in the jurisdiction.
- If legal, conduct a consumer credit check to determine the applicant's credit background, reveal data about his or her character, suggest a potential motive for theft, and provide investigative leads such as the identification of discrepancies regarding prior employment, places of residence, etc.
- Conduct a civil records check to reveal civil actions that may be an appropriate concern.
- Develop a minimum of three references not provided by the applicant, and obtain from them a reference on the applicant.
- Verify the educational background of the applicant

Member Tools & Resources

- Obtain a reference from all previous employers in the past 10 years. Question the reference carefully, being aware of the fact that the reference will not always provide straightforward information and that you will have to ask specific questions to bring out the negative information.
- Photograph the employee and obtain a set of properly inked fingerprints. It is not necessary to submit the prints for review by a law enforcement agency. Retain the prints for future use in the employee's file. (Typical use would be to identify the employee's real identity should he or she commit a crime while working under an assumed name.)

Where legal, you might also consider:

- A state of the art, validated, pencil and paper personality profile test.
- A physical examination, including a drug-use test.
- A worker's compensation check to identify applicants who have left previous employees after committing insurance fraud.

(Source: *Suggested Guidelines in Museum Security*, ASIS Standing Committee on Museum, Library, and Archive Security; Other sources)