

IMPORTANT INFORMATION FOR EVERY DALLAS COUNTY EMPLOYEE

The Human Resources/Civil Service Department will soon **conduct a Most Wanted Database** search of **ALL CURRENT EMPLOYEES**.

Dallas County policy requires that all employees maintain the same status as applicants and comply with applicable federal, state, and local laws or Court Orders. To ensure this compliance, during the week of August 13, 2012, Dallas County Human Resources will start running checks on all current employees against the Dallas County Most Wanted Database. Therefore, this is your opportunity to check the database for evidence of any **charges** pending (unpaid tickets, fines, fees, etc.) and/or outstanding warrants, and correct/resolve these charges/issues prior to August 13, 2012.

If the most wanted database search results identify a County employee still on the list with **charges** pending and/or outstanding warrant(s), the employee and/or department will be notified for immediate corrective action to resolve the issue. Corrective action can/may include the employee being placed on immediate leave of absence (without pay). The employee will not be able to work for Dallas County until the issue is resolved or until the employee can provide proof of payment (or a payment plan) for fines associated with the violation(s) to their department. The employee's department must provide proof of payment to the human resources/civil service department. **A court date to appear is not a resolution.**

**THE ANTICIPATED DATE FOR THIS DATABASE SEARCH IS
August 13, 2012.**

You have an opportunity to resolve now any outstanding warrants and/or tickets, fines, fees, that you may have, prior to the August 13, 2012 search.

Dallas County Code, Chapter 86, Sec. 95. Recruitment process--Recruiting strategy
Criminal charges/Outstanding warrants -- An applicant or current employee (e.g., seeking a promotional, transfer, or reassignment opportunity) who has criminal charges pending or who has any outstanding warrants is ineligible for the employment action with Dallas County. For the purpose of this policy intent, minor traffic violations are not considered a misdemeanor criminal charge; however, an outstanding warrant resulting from a minor traffic violation shall cause the individual to be ineligible for employment consideration until the pending criminal charges/outstanding warrants have been resolved through the applicable court system. The department must provide proof of payment of the fines for the violation(s) to the HR department.

Other outstanding/unresolved issues -- An applicant under consideration for hire or current employee (e.g., seeking a promotional, transfer, or reassignment opportunity) who owes any unpaid fees, fines and/or taxes (e.g., delinquent property taxes) to the county may cause the individual to be ineligible until he/she has paid the fees and/or fines, or has entered into a payment agreement and/or is current with the payments. The department must provide proof of payment or payment arrangements to the human resources/civil service department.