

**GOVERNMENT OF THE DISTRICT OF COLUMBIA
D.C. Department of Human Resources**

District Personnel Manual Issuance System

E-DPM Instruction No. 4-19

This E-DPM instruction may be accessed electronically at www.dchr.dc.gov, by clicking on the "*District Personnel Manual*" link; and the "*Issuances*" link for Chapter(s): **4**

SUBJECT: Requirements for Criminal Background Checks, Traffic Record Checks, and Drug Alcohol Testing for the Protection of Children and Youth in the Newly Established Department of General Services

Date: November 4, 2011

1. Purpose

This Electronic-District Personnel Manual (E-DPM) instruction identifies positions in the newly established **Department of General Services** that are subject to the criminal background/traffic record checks, and drug and alcohol testing for the protection of children and youth.

Please be advised that the provisions contained in E-DPM Instruction No. 4-16, Requirements for Criminal Background Checks and Traffic Record Checks for the Protection of Children and Youth; Listing of Positions Subject to Criminal Background/Traffic Record Checks, and Drug and Alcohol Testing for the Protection of Children and Youth, dated August 4, 2010, remain in effect.

2. Authority

- a. For criminal background checks/traffic record checks for the protection of children and youth:
 - (1) Statutory authority: Title II of the Child and Youth, Safety and Health Omnibus Amendment Act of 2004 (Act), effective April 13, 2005 (D.C. Law 15-353; D.C. Official Code § 4-1501.01 *et seq.*), as amended; and
 - (2) Regulatory authority: Sections 412 through 425 and 499 of Chapter 4 of the D.C. personnel regulations, Organization for Personnel Management.*
- b. For drug and alcohol testing for the protection of children and youth:

Note: E-DPM instructions that are strictly procedural in nature have direct applicability only to agencies and employees under the personnel authority of the Mayor. Other personnel authorities or independent agencies may adopt any or all of these procedures or guidance materials for agencies and employees under their respective jurisdictions.

Distribution: Heads of Department and Agencies, HR Advisors, and DPM Subscribers
Retain Until Superseded

- (1) Statutory authority: Title I of the Act, as amended by section 4 (b) of the Anti-Drunk Driving Clarification Amendment Act of 2006, effective March 2, 2007 (D.C. Law 16-195; D.C. Official Code §§ 1-620-32 and 1-620.33); and
- (2) Regulatory authority: Chapter 39 of the D.C. Personnel Regulations, Testing for the Presence of Controlled Substances and Alcohol.*

*The regulations for both criminal background/traffic record checks (Chapter 4) and drug and alcohol testing (Chapter 39) may be accessed electronically on the D.C. Department of Human Resources' (DCHR) homepage at www.DCHR.dc.gov, under "*District Personnel Manual*" link.

3. Inquiries

For regulation or policy-related inquiries on this E-DPM instruction, please contact the Office of the General Counsel, DCHR, at (202) 727-1524.

For information regarding implementation of suitability-related provisions of this instruction or for other compliance-related inquiries regarding criminal background, traffic record checks or drug and alcohol testing, please contact the Compliance Unit, DCHR, at (202) 442-9631.

4. Effective Date

This E-DPM instruction is effective immediately.



Shawn Y. Stokes
Director

Attachments:

- List of Positions Subject to Criminal Background Checks and Traffic Record Checks and Drug and Alcohol Testing – Department of General Services

DEPARTMENT OF GENERAL SERVICES

POSITION TITLE	OCCUPATIONAL SERIES
CAPITAL PROJECT OFFICER	0801
CARPENTER	4607
CONSTRUCTION ANALYST	0828
ELECTRICAL WORKER	4740
ELECTRICIAN	2805
FACILITY MANAGER	1640
LOCKSMITH WORKER	4804
MAINTENANCE MECHANIC HELPER	4749
MAINTENANCE WORKER	4749
MAINTENANCE WORKER HELPER	4749
MAINTENANCE WORKER LEADER	4749
MAINTENANCE WORKER MECH HELPER	4749
MATERIALS HANDLER	6907
MATERIALS HANDLER LEADER	6907
MECHANIC HELPER	4749
PLUMBER	4206