

Staffing Requirements for CCA Facilities with a contract with the United States Marshals Service (USMS)

Potential applicants seeking employment with CCA Facilities with a USMS contract should be aware that the application and selection process requires the completion of many documents and consent to a full background investigation. It can take months for the processing of document and the completion of the background check. However, once the initial information is submitted, a conditional clearance for employment can be granted. CCA works with the Marshals Service to expedite the process; applicants that are prepared for the process can assist CCA and the Marshals Service in expediting the clearance.

The following is information that may assist individuals in self-evaluating their qualifications and preparing for the application process.

Minimum requirements for every position include the following:

- At least 21 years of age
 - Must sign a certification of minimum age requirement
- Valid driver's license, with reasonable driving history
- No felony or Domestic Violence Convictions
- Successfully complete a United States Marshals Service (USMS) background check
 - Background check is extensive (see below)
 - Includes a credit check
- High School Diploma or GED
 - Must provide proof of Diploma or GED within 3 days after start date

If selected, applicant must clear a pre-employment physical and a drug and TB screen.

The USMS background check is extensive. The areas that will be covered in the background check are:

Employment History: Must be prepared to provide detailed information of employment history for the past 7 years, including:

- Employer's Name, Address, and phone number
- Supervisor's Name
- Dates of employment

During the interview process, be prepared to provide more verifiable detailed information concerning employment history:

- Reasons for dismissal or resignation
- Employment related reprimands or disciplinary actions
- Absences, tardiness or leave abuse
- Employment related illegal drug or alcohol issues

Military History: Military history that includes the following may exclude the applicant from consideration:

- Court Martial

- Military discharge other than honorable, except general under honorable with reenlistment rights

Financial History: A credit check is part of the USMS background check. Some of the credit/financial issues that will disqualify an applicant from consideration include (but are not limited to) the following:

- Willful issuance of a bad check (last 3 years)
- Just debts totaling greater than \$1,000 which are 90 days past due for which the individual has not previously made satisfactory arrangement for a payment schedule.
- Provide proof of satisfactory payment arrangements for repayment for 90 past-due debts of less \$1,000 must be made prior to start date.
- Two or more separate incidents of any combination of the following in the last three years, including: suit for nonsupport, involuntary repossession, eviction for financial reasons, failure to fulfill rental or contractual obligations, tax liens, wage assignments, etc.

Dishonest conduct & excessive use of force & integrity: Some of the conduct and excessive use of force & integrity issues that may disqualify an applicant from consideration include (but are not limited to) the following:

- Offering, solicitation or acceptance of a bribe
- Any coercion or extortion
- Any involvement with introducing contraband into a correctional environment
- Any charges or on-going investigations pending decision, pending final adjudication, or, no disposition due to the employee's separation

Criminal & Driving History: Some of the criminal & driving history issues that may disqualify an applicant from consideration include (but are not limited to) the following:

- Theft of over \$100 in merchandise and/or money in the last 5 years
- Three or more separate instances of moving violations in the last year.
- Two or more license suspension/revocations in the last 3 years.
- Two or more convictions for driving while intoxicated or driving under the influence in the past 3 years
- One or more felony commissions (as admitted by the candidate)
- Two or more misdemeanor commissions in the last 3 years (as admitted by candidate)
- One or more felony convictions, unless, the applicant was granted a presidential or gubernatorial pardon.
- Two or more misdemeanor convictions in the past 3 years.
- Use of any illegal drug, except marijuana, within the last 7 years.
- Use of marijuana off the job in the last year or more than 2 times in the last 5 years.
- Sale, manufacture, or distribution of any illegal drug including marijuana

Medical History: An authorization for release of limited medical health information may also be required.