



# BUREAU BRIEFS

Candidate lies.	
The new drug habit	
N.Y. Law change	
Database changes	
ADVERSE ACTION	
STATE RESTRICTIONS	
In-house test kits	
I-9 changed.	

## Top 5 Job Candidate Lies

The below list of top job candidate lies was derived from the most common falsehoods uncovered in recent background screenings. It was gathered by Lisa Gallagher, from Society of Human Resource Management.

- Exaggerating Dates of Past Employment
- Falsifying the Degree or Credential Earned
- Inflating Salary History or Title Held
- Concealing a Criminal Record
- Hiding a Drug Habit

## DATABASE NEWS

If you aren't aware, we make two of the best National criminal databases available for instant use, on our web site. There are two because one is better in some States than the other, and vice versa. Please check "what's best where," on the site. It pays to also check "what this database covers in each state." If it only provides Department of Correction information, it is not going to give you complete criminal history for that particular state.

While databases are getting better, they may be no substitute for a different type of State check we can provide in a particular state.

You'll do something different for a lawn maintenance person, never inside your facility than for someone in your offices with access to records, monies or confidential information.

We make it easy for you to call or email to ask what is best for you to do, depending on the state and the type position.. Because we don't use Voicemail, you will be connected with answers within a minute, and we PROMISE, we will always look for the least expensive/best method.

We still recommend all background checks start with the database because it is the only reasonable way to verify identity and identify other areas of the Country in which some crime may have occurred prior to their moving.

## SAVING MONEY ON DRUG TESTS.

We have some of the least costly drug test options you will find, regardless of where you are in the Country.

This will be through Labcorp, in most cases. For you to change to us only involves your using our Chain of Custody forms. Call or Email to order free COC forms.

We can almost guarantee you a 20-30% reduction in costs.

## COLLECTIONS

We're proud to be named a "preferred" QUEST collection site. We are also a collection site for LABCORP, MEDTOX, KROLL and MIDWEST. We do urine, hair, saliva and alcohol tests.

## TPA ADMINISTRATION

Background Bureau charges little for doing the random selections, for drug testing or follow up background checks.

We have recently started a project to keep track of probationary hires for a client, relieving them of the burden of maintaining that system.

If you need help with Drug Free Workplace or Employee manual drug issues, our SAP, (independent) is available to assist you.

We also provide kits for in-house testing. These include one-step cups, saliva swabs, and oral alcohol strips DNA testing is also available.:

On-site kits are great for random tests at remote sites, non-injury accidents and other similar events.

### Special points of interest:

Our RELEASE includes a brief review statement of FCRA applicant rights. Ask for it.

We're 1 or 2 DAY RETURN.  
In-house vs. Lab tests.

### WHERE ARE WE?

We are in Highland Heights, Kentucky, which is across the bridge in Greater Cincinnati.

Our address is:

2019 Alexandria Pike  
Highland Heights, KY41076

On the web:

[www.backgroundbureau.com](http://www.backgroundbureau.com)

Service throughout N. America and 86 foreign countries.

### LIVE PHONE PICK-UP.

Because when you have questions, you don't want to wait till tomorrow for answers..

### BEATING A DRUG TEST

The new "High" of choice is: Mixing Clonazepam with Methadone. If we are doing a 9 panel for you, it does check for Methadone and Benzodiazepines. .

### NEW YORK LAW.

If you are hiring in the State of New York, for New York located employees, there is a new regulation you must follow, as we notified you almost 9 months ago was on its way. It is here. So read up on this Look under "Company News" on our web site. It is the scrolling information on the right side of our web page, [www.backgroundbureau.com](http://www.backgroundbureau.com).

### PROMOTIONS:

Darla Kraft has been promoted to Vice President of Operations. Mark Burney is Vice President of Sales and Abby Rekers is General Manager of background check services.

**BEST/ EASIEST ON-LINE SYSTEM**

Our secure on-line systems are a snap to access and use. Here's what they do for you:

1. Order instant database and MVR.
2. Automatically order full research on the same applicant without re-keying name and other information.
3. Check on what we know already on this applicant. (same day).
4. View completed report on-line.
5. Confirm work is in progress on a particular applicant.
6. Review your orders and results for the last 60 days.

You require a USERNAME and PASSWORD to access your secure account and use this system. There is no additional cost.

**STATE RESTRICTIONS**

**The following states do not permit the reporting of arrests which did not result in a conviction:**

CA, HI, IL, KY, MA, MI, NV, NH, NY, PA, RI, UT, VA, WA, WI.

Note: If adjudication is pending, an offense, including sex offense will NOT show up since it is not yet a conviction.

The Sex Offender database will also have to be ordered for registered offenders. That is reportable.

**The following states do not allow reporting a conviction older than 7 years.**

CA, CO, MA, MD, MT, NH, NV, NY, MN, WA.

Yes, it does seem like the privacy of criminals takes precedence over the safety of employees

**BEST NEW CLIENT COMMENT: Mark..**

I've learned more from you in 20 minutes than I learned in 2 years with the big guys we used.

**THINGS CHANGE RAPIDLY**

That's another reason to use a full service CRA (consumer reporting agency), like Background Bureau. Especially since we'll probably cost less..

We do have a Legal Compliance expert on staff who keeps us updated and will address issues not requiring your local lawyer-

**COATS CARD, CLEAR CARD**

The COATS Card is available through us. It is a wallet sized photo ID which certifies the holder has passed a drug test.

The CLEAR Card is also available. It is a wallet sized photo ID which certifies the holder has passed a drug test AND/OR a background criminal check. This is only available through us.

**NOTE:**

If you have employees going to client facilities, the CLEARCARD provides a competitive advantage.

**IN-HOUSE DRUG TESTS**

These days, you have wide choices, including hands free all in one cups for everything from THC to alcohol. Positive results are generally sent to a lab for confirmation which may also include an MRO. Considering 1 out of 10 tests is positive, it is still economically wise if you are equipped to do them. This involves having a separate bathroom facility where water can be turned off and dye can be added to the toilet water. In-house tests are generally less than 1/5th the cost of lab tests.

**ARE THEY ACCURATE?**

Usually, the in-house rapid screen or no-step all in one cups have lower cut-off levels than laboratory tests. This means that a smaller amount of drug shows up in the on-site kits. Sometimes, clients need a "negative," and order a confirmation lab test after a "positive" on-site test because it will often come back "negative," from the Lab. .

Saliva tests and hair tests retain traces of drug in the system longer but likely do not show drug use which is very recent, as in yesterday or last night, for example. It takes longer for traces to get into the hair but is retained longer once it is there.

There is explanatory information on our web site under the "drug test" button.

**THANK YOU!**

This could be your first newsletter. We want all to know we appreciate your business, whether you are new or have been a client for 20+ years.

We know we get busy and don't always take time to say "Thanks," as often as we think it.

**POINTS....I-9**

It is now the policy to require I-9 confirmation of any employees of contractors involved in a government project.

This will pass on down to sub-contractors. We are certified to do this for you. We need the employee signed form to do it. Let us know if you need help on this.

**AWARE OF ADVERSE ACTION and PRE-ADVERSE ACTION?**

5 days seems to be the time suggested between the PRE-ADVERSE ACTION letter and the FORMAL ADVERSE ACTION notification.

The 5 day period is to allow the applicant to complain and seek to correct what they say is inaccurate. You should not send the formal Adverse Action letter until after 5 days and certainly not if they dispute the report with us before then. This is designed to not penalize an applicant on whom the records, themselves, are a mistake or inaccurate.

**WORKER COMP INFORMATION**

Many states will make this history available. It is legal, per A.D.A., to inquire WHEN A JOB OFFER HAS BEEN MADE SUBJECT TO THE INFORMATION. You are not allowed to use it to help select an applicant you may offer a job. Some states require a separate release. Check the "FORMS" on our web site.

Any questions, just call or email.

**QUESTIONS? COMMENTS?**

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