

**DEPARTMENT OF CORRECTION  
CONDITIONS OF EMPLOYMENT**

I understand that my selection for employment is tentative. In order to be hired, the following must be completed:

- Favorable employer reference check
- Favorable criminal background investigation
- Satisfactory physical examination
- Honorable discharge from military (if applicable)
- Favorable investigation of personal background
- Completion of necessary paperwork to be enrolled in Direct Deposit
- Favorable completion of pre-employment drug testing within 24 hours of sign up date

I further understand that reasons to terminate my employment may include (but are not limited to) the following conditions:

- Physical or mental inability to perform the job
- Conviction of one or more criminal offenses (I realize that I must notify the Human Resources office of any criminal charges that are placed against me and subsequently a disposition of the charges). If I fail to disclose this information through negligence or intent and later this office discovers an outstanding charge or charges and/or convictions, it may be cause for dismissal. The aforementioned will be enforced whether or not I state that I forgot the incident(s).
- Failure to pay legal debts
- Any other reasons as outlined in Chapter 15 of the Merit Rules
- Poor performance
- Falsification or withholding of any records or information

Upon my resignation, lay off, termination, end of appointment, or under any other circumstances deemed appropriate by the Department, I understand and agree to the following:

- Immediately return to the Department all articles issued to me at the time of or during my employment (i.e. Badges, ID card, uniforms, and all other properties).
- I will pay for any articles that I cannot account for and/or have damaged.
- In accordance with the Administrative Regulation #218, no final paycheck will be issued if I fail to comply with the aforementioned.

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Signature

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Date