



## Tennessee Department of Children's Services Employee Notification of Conditions of Employment

Upon accepting employment with the Department of Children's Services, by initialing beside each area that pertains to the job classification that I will hold and by signing below, I acknowledge that I have been informed of the following **Conditions of Employment**:

### For All Job Classifications (All Employees)

<input type="checkbox"/>	1. I understand that I will be required to abide by all Department of Children's Services Policies and Procedures and that failure to do so may result in disciplinary action, up to and including, termination. I understand that I will be instructed on how and where to locate these policies and procedures during my New Employee Orientation and will be expected to review and acknowledge these policies.
<input type="checkbox"/>	2. I understand that this offer is conditional upon the Department's receipt of acceptable documentation that confirms I meet all minimum and special requirements for employment for this position (e.g., Education, experience, license/certification, as stated in the position specification applicable to my job classification, etc.).
<input type="checkbox"/>	3. I understand that I must present my Social Security Card for verification of my correct name for reporting purposes to the Social Security Administration (SSA).
<input type="checkbox"/>	4. I understand that I am required to have my pay-check direct deposited. Upon my employment, I will furnish a voided check and complete an Authorization Agreement for Direct Deposit or fill out for an exception to this policy by my tenth (10 <sup>th</sup> ) day of employment.
<input type="checkbox"/>	5. I understand that any state property assigned to me must be returned prior to separating employment with DCS. Any property not returned to DCS prior to my separation, will be deducted from my last paycheck.
<input type="checkbox"/>	6. I understand that I will serve in a probationary status in accordance with the Tennessee Department of Human Resources Rules for a period of <b>12 months</b> , and that during that time I have no right of appeal or grievance as to determinations made regarding my unsuitability for the job.
<input type="checkbox"/>	7. I must undergo a Tennessee Bureau of Investigation (TBI)/Federal Bureau of Investigation (FBI) Fingerprint check and have no criminal record.
<input type="checkbox"/>	8. I must undergo a Child Protective Services Check <b>Social Services Management System (SSMS)</b> and <b>Tennessee Family and Child Tracking System (TFACTS)</b> and have no past findings as a perpetrator of child abuse/neglect or a child in a protective service investigation.
<input type="checkbox"/>	9. I must undergo an Internet Records Clearance Check (National Sex Offender Registry, Tennessee Felony Offender Registry, Department of Health Abuse Registry and Methamphetamine Registry) and have no record or findings.

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<input type="checkbox"/>	10. I must undergo a local criminal records check and have no criminal record.
<input type="checkbox"/>	11. I must undergo a driving records check to include current valid driver's license and a check of moving violations records in state of residency, if available.
<input type="checkbox"/>	12. I understand that I will be required to submit to a pre-employment drug screen urinalysis and breathalyzer conducted by the Department of Children's Services or by a person(s) contracted for that purpose.
<input type="checkbox"/>	13. I understand that this position is conditional upon the Department's satisfaction with the outcome of a criminal background check. Your employment may be terminated if the results of the completed background check indicate you have made false statements in your application or reveal criminal activity that would disqualify you from working for the department.
<input type="checkbox"/>	14. DCS employees whose sole responsibility is transportation of youth (e.g. but not limited to DCS Transportation Officers, DCS Lieutenants and DCS Corporals assigned to transportation units) are subject to drug testing, which is ordered on a random, unannounced basis.
<input type="checkbox"/>	15. I understand that as a result of failing to comply with any of the above conditions I may be subject to disciplinary action up to and including termination. Employees under initial probation have no appeal rights.
<input type="checkbox"/>	16. I understand that if I work in a DCS Youth Development Center, I must pass all <u>required courses</u> in safe crisis management and those courses offered to comply with the <b>Prison Rape Elimination Act (PREA) 2003</b> .
<input type="checkbox"/>	17. I acknowledge that these conditions have been explained to me, and that I had the opportunity, upon accepting employment with the Department to ask any questions I have about what these conditions may mean to my employment.

**Children's Services Case Manager Job Classifications (CS Case Manager 1, CS Case Manager 2, CS Case Manager 3, CS Case Manager 4 and CS Team Coordinator)**

<input type="checkbox"/>	1. I must successfully complete the required OJT and Pre-Service Training. Some of the training may consist of traveling or being away from home for a period of time (travel and/or board and meals will be reimbursed at the State rate).
<input type="checkbox"/>	2. I understand that transporting children or families is an essential function of my job duties. I will provide proof of adequate automobile insurance, registration and a valid driver's license.
<input type="checkbox"/>	3. I understand that overtime and on-call rotation is an essential function of my job duties.
<input type="checkbox"/>	4. I understand that my position is designated as a safety-sensitive position.
<input type="checkbox"/>	5. I understand that as a result of failing to comply with any of the above conditions I may be subject to disciplinary action up to and including termination. Employees under initial probation have no appeal rights.

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**Security Job Classifications, Food Service Job Classifications, Etc. (Any Job Classifications as Specified by DCS Policy)**

<input type="checkbox"/>	1. I must successfully complete the required training course of my position.
<input type="checkbox"/>	2. I must undergo a medical examination with my continued employment conditioned upon the results of the medical examination. I understand that I will not be disqualified from employment on the basis of a disability unless, after an individualized assessment, it is determined that:  (1) I cannot perform the essential functions of the job with or without an accommodation, and/or  (2) I pose a significant risk to the health or safety of myself or others that cannot be reduced or eliminated by reasonable accommodation.
<input type="checkbox"/>	3. I understand that I am a probationary employee in accordance with the Tennessee Department of Human Resource Rules and that as a probationary employee I have no right of appeal to determinations made as to physical unsuitability. I further understand that the recommendation of physicians other than those contracted by the Department will not be accepted.
<input type="checkbox"/>	4. I understand that my position is designated as a safety-sensitive position.
<input type="checkbox"/>	5. I understand that overtime is an essential function of my job duties.
<input type="checkbox"/>	6. I understand that as a result of failing to comply with any of the above conditions I may be subject to disciplinary action up to and including termination. Employees under initial probation have no appeal rights.

\_\_\_\_\_  
*Applicant's Name(Type or Print)*

\_\_\_\_\_  
*Applicant's Signature*

\_\_\_\_\_  
*Edison ID No.*

\_\_\_\_\_  
*Date*

\_\_\_\_\_  
*Human Resource Officer's Signature*

\_\_\_\_\_  
*Date*

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## **Giglio Awareness Statement: Advisement of Potential Impeachment Information**

As an employee of the Tennessee Department of Children's Services, you are held to a high standard of honesty and credibility because of the need for public trust and confidence in your job responsibilities. These responsibilities may include, but are not limited to, being truthful in all written/oral communications and testifying in civil and criminal trials. You must be especially careful not to engage in any conduct, on or off-duty, that would damage your credibility as a witness. If your credibility is compromised, your ability to testify at trial is impaired. As testifying in both civil and criminal hearings is one of the essential functions of a DCS employee's job, any impairment to your credibility may put your job at risk.

Pursuant to Tennessee Supreme Court Rule 8, our attorneys are prohibited from putting on a witness who they know will be untruthful. Accordingly, when you testify or participate in any court proceeding, you must testify truthfully and accurately. As a DCS employee, you may be required to testify in a variety of cases, including but not limited to delinquency proceedings; dependency and neglect proceedings; or terminations of parental rights. To ensure that truthful information is provided to the court, you have an affirmative obligation to inform the DCS lawyer of any matters that may bring your credibility into question. In other words, even if not asked, you must volunteer such matters. Some examples of such matters are included in the following paragraph.

Pursuant to Giglio v. United States, 92 S. Ct. 763 (1972), when you testify in a criminal trial, the Department is required to turn over any information that reflects on your credibility to the prosecution. Investigative agencies, like the Department, must turn over to prosecutors potential impeachment evidence with respect to employees who are involved in the case. A "Giglio-impaired" employee is one against whom there is potential impeachment evidence that would render the employee's testimony of marginal value in a case. Examples of impeachment evidence include, but are not limited to the following: conduct relating to an employee's reliability, truthfulness, trustworthiness, and morals. This means that a case, civil or criminal, that depends primarily on the testimony of a Giglio-impaired employee is at risk.

Any employee found to have credibility or **Giglio** issues based on **any** conduct, on or off duty, shall be subject to disciplinary action, up to and including termination.

**All employees** shall be required to be truthful with supervisors and/or investigators during internal investigations and no employee shall knowingly report any inaccurate, false, improper, or misleading information.

I have read this statement and understand that if I am not truthful or engage in conduct that would be considered impeachment evidence, I may be subject to disciplinary action up to and including termination.

Signed: \_\_\_\_\_

Date: \_\_\_\_\_

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