

# POSITIONS SUBJECT TO ENHANCED SUITABILITY SCREENING - ADDENDUM

PERSONNEL MANUAL ISSUANCE SYSTEM

**dchr**

**DISTRICT PERSONNEL  
ISSUANCE No. 2019-04**

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4

# Overview

It is the policy of the District government to assess the suitability (character, reputation, and fitness for duty) of each applicant, appointee, volunteer, and employee through uniform background checks and drug and alcohol testing, as deemed necessary. This issuance updates the listing of positions subject to criminal background, traffic record, drug and alcohol, and/or credit checks, as required by the regulations.



**Note:** This Instruction is an addendum to Electronic-District Personnel Manual (E-DPM) Instruction No. 4-38, same subject, dated October 21, 2017. The purpose of this Instruction is to update the list of covered positions by adding additional agency positions.

  
Ventris C. Gibson, Director

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# Additional Positions Subject to Enhanced Suitability Screening

## Additional Positions Subject to Enhanced Suitability Screening

Additional positions for the following agencies have been added to the list of positions subject to enhanced suitability as provided in E-DPM Instruction No. 4-38, "Positions Subject to Enhanced Suitability Screening-Revised":

- Department of Behavioral Health
- Department of Health Care Finance
- Department of Motor Vehicles
- Department of Health
- Health Benefit Exchange Authority
- Office of the People's Counsel

An updated list of covered positions is provided in Attachment 1.



# Legal

## Legal

### Authorities

The information provided in this instruction is pursuant to [Chapter 4 of the D.C. Personnel Regulations \(Suitability\)](#).

### Applicability

This instruction applies to those District government agencies that are subordinate to the Mayor's personnel authority and those personnel authorities that have adopted these procedures.

# Additional Information

For additional information on the enhanced suitability screening process, please refer to [E-DPM Instruction 4-38](#), and Chapter 4, Suitability, of the D.C. personnel regulations or the Suitability Guide located on the DCHR website at <https://dchr.dc.gov/publication/chapter-4-suitability-electronic-district-personnel-manual>. For additional information concerning this issuance, please contact DCHR's Policy and Compliance Administration, by calling (202) 442-9700 or by sending an e-mail to [dchr.policy@dc.gov](mailto:dchr.policy@dc.gov)



# Attachments

[Attachment 1 - Positions Subject to Enhanced Suitability](#)