

# inside scoop

a supplement to the castle branch news, published monthly

ATTENTION HR MANAGER

EMPLOYMENT SCREENING

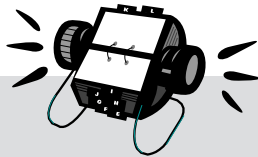
February/March 2009



## HOLIDAY SCHEDULE

MONDAY, FEBRUARY 16TH  
**PRESIDENT'S DAY**

TUESDAY, MARCH 17TH  
**ST. PATRICK'S DAY**



FOR FURTHER  
INFORMATION,  
CALL 888 - 723 - 4263

### Customer Service

Select **OPTION 1** for general questions regarding results, turnaround times, and requests. Customer Service can also direct you to the appropriate individual or department for any additional employment screening needs.

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## NATIONWIDE WANTS AND WARRANTS

Castle Branch is pleased to offer a Nationwide Wants & Warrants search. This search is a great complement to a criminal background check and will indicate if an applicant may currently be wanted by the police. An applicant could have a warrant out for their arrest on an open case that hasn't gone to court yet. This is vital information to a potential employer.

Information is obtained from the State Police Department and we receive any open warrant information. Turnaround time for this search is approximately 24-72 hours. Examples of the types of resources used by the State Police to obtain open warrant information includes:

- Police Departments
- City Courts
- District Courts
- County Sheriff's Offices DOCs
- Municipal Courts
- District Attorneys
- Adult Probation Boards
- State Crime Investigations Centers
- State Bureaus of Investigation

*The following information is required to run this search:*

- Release Form
- First Name, Last Name, Date of Birth, Social Security Number and Gender

If you have any questions, or if you want to add the Nationwide Wants & Warrants search to your package, contact your Sales Representative at 888-723-4263 or email [feedback@castlebranch.com](mailto:feedback@castlebranch.com).

## DRUG TESTING 101

Studies show that adult drug users are more likely to be employed than unemployed. According to the US Department of Labor, the annual cost to American employers of on-the-job substance abuse is approximately one hundred billion dollars (100,000,000,000)! This includes lost productivity, theft, accidents and additional health care costs. Other substance abuse related liabilities include property damage, security breaches, absenteeism and increased workers compensation claims.

Castle Branch can help your company combat these unnecessary expenses by developing a drug testing program that meets your company's unique needs. Some issues you will want to consider will include:

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## Billing

Select **OPTION 4** for any questions concerning your invoice.

## Drug Testing

Select **OPTION 6** for all questions concerning drug testing, alcohol and drug background checks, and substance abuse policies.

## Keep in Touch

Has your email, mailing address or other contact information changed since you signed on with Castle Branch? Please be sure to let us know!

Contact Customer Service with the new information at your earliest convenience.



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- When will testing be required?
- Who should be tested?
- Should your company test for prescription drug abuse as well as illegal drug abuse?
- What disciplinary measures will be taken if an employee or applicant refuses to take a drug test or tests positive?
- Should your company offer an employee assistance or rehabilitation program?
- Is there a written company Substance Abuse policy in place?

With our network of over 11,000 collection sites, we can usually provide convenient and affordable collection sites for our clients. We also offer nationwide testing networks for companies that conduct job searches nationally. Castle Branch's laboratories are nationally certified. We also utilize the services of two licensed Medical Review Officers (MRO).

Drug testing with Castle Branch is relatively effortless. Our account managers will establish contracts with the collection site, laboratory and Medical Review Officer. Your company receives one invoice for all Castle Branch services.

Castle Branch will order the test forms and kits and will stock the collection site with the necessary supplies. Your offices will be supplied a Collection Site Detail sheet with the sites used, their addresses, phone numbers and hours of operation. When you send an applicant or employee for a drug test, the collection site will overnight the specimen to our laboratory where the necessary test(s) are conducted. The laboratories have a direct link to Castle Branch computers and download results 24 hours a day. Negative results are typically available within 24 hours of receipt at the laboratory. Castle Branch can transmit lab reports and MRO reports to your company via email, fax or secure company webpage located on [www.castlebranch.com](http://www.castlebranch.com).

If you have any questions, or if you want to add Drug Testing to your background screening to your package, contact your Sales Representative at 888-723-4263 or email [feedback@castlebranch.com](mailto:feedback@castlebranch.com).

## Castle Branch FREE Webinars:

### *What is a webinar?*

A webinar is a live presentation transmitted over the internet. Simply log on to the web and dial a toll free number for the audio portion.

### *Castle Branch Inc is pleased to offer the following free webinars:*

- **Castle Branch Skills Testing** - Using Internet-based skills testing to maximize your hiring potential
- **Drug Testing Your Employees** - How to implement an effective drug testing program

- **Castle Branch Online Services** - Why ordering online increases security and accuracy

- **Oral Fluids Drug Testing** - An alternative to urinalysis

- **The Complete Criminal Background Solution** - How to ensure you are ordering a complete and thorough background check

To find out upcoming live dates or to view a recorded version of a webinar, visit [http://www.castlebranch.com/content/services/06\\_news\\_and\\_tutorials](http://www.castlebranch.com/content/services/06_news_and_tutorials)