

COMMERCIAL INVESTIGATIONS LLC

CI TIMES



CI AND UNITED IROQUIOS SHARED SERVICES FORM PARTNERSHIP

COMMERCIAL INVESTIGATIONS LLC is pleased to announce that, effective March 1, 2005, it has partnered with United Iroquois Shared Services, an arm of the Iroquois Healthcare Alliance. Through this partnership, CI will provide thorough, timely and affordable background investigative services to Iroquois' members and associates.

The Iroquois Healthcare Alliance (IHA) advocates on behalf of 56 hospitals and over 400 other health care providers and the communities they serve in Upstate New York. The Alliance serves as a regional resource and leader in promoting the public understanding of, and support for, the health care systems serving communities in the region. IHA serves members located in 31 Upstate counties, including the cities of Albany, Syracuse, Utica and Binghamton, as well as surrounding areas. There are two arms of IHA—Iroquois Healthcare Association (education and special projects)

and United Iroquois Shared Services (UISS—group purchasing).

The Iroquois Healthcare Alliance mission statement is - *To serve as a resource and leader to support our members and the communities they serve through advocacy, education, information, cost-saving initiatives and business solutions.*

United Iroquois Shared Services, Inc. (UISS), the group purchasing arm of Iroquois Healthcare Association, helps to reduce supply and service costs for over 500 hospitals, nursing homes, HMOs, surgery centers, physician groups and other health care providers in New York.

If you are a member of the Iroquois Healthcare Alliance, please contact CI to discuss the **BACKGROUND INVESTIGATIONS** program that we are offering through this partnership.

MAKE CI YOUR FIRST CHOICE FOR A SECOND IMPRESSION™.



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CIWARE CLIENT CLUE ADVERSE INFORMATION

CIWARE clearly highlights adverse information regarding your subject. All information obtained during a background investigation should be reviewed thoroughly. However, the identification of adverse information is extremely important and demands immediate attention so as not to delay the hiring process, whether you hire the subject or another individual.

After CI clients log into CIWARE and accept the certification of use, they see their applicant list. Applicants that have adverse information reported have a hand icon clearly displayed on the list. This allows CI clients to quickly identify and review adverse information.

Also, the executive summary of a subject's report contains a list of those inquiries included in the report and identifies those inquiries that contain adverse information by displaying them in red with a status of adverse.

As your PROACTIVE TRUTH™ partner, CI makes sure you are immediately aware of adverse information in your Background Investigations.

CI OFFERS DRUG SCREENING

COMMERCIAL INVESTIGATIONS LLC offers affordable and convenient drug testing to meet all of your drug screening needs. Drug Screening is an important aspect of CI's BACKGROUND INVESTIGATIONS and can save your organization thousands of dollars annually in reduced workers' compensation claims and employee absenteeism. Adding drug screening to your background investigations policy and instituting a drug free workplace is the proactive way to help control accidents on the job and deter undesirable candidates from applying. A drug free workplace program can deter recreational drug use and help prevent casual users from falling into addiction. Drug screening can also help prevent relapses for recovering users by referring them for assistance as needed.

According to O.S.H.A., 65% of on the job accidents are substance abuse related. The U.S. Department of Labor reports that drug users record 16 times more work absences than non-users. Drug screening is important for employees in positions where safety is a must such as operating vehicles or machinery. Drug screening can also be crucial to help monitor positions where abuse might be harder to detect, such as traveling salespeople or employees who work from home.

A drug testing program might be necessary to comply with Department of Transportation, Department of Defense, Nuclear Regulatory Commission or Department of Energy regulations, or for insurance carrier requirements. Your workers' compensation or medical / health insurance carriers might offer financial incentives for having a drug testing program in place.

Over time, a drug testing policy can reduce turnover and increase both productivity and employee morale. Following are examples of situations that may warrant drug testing and could be outlined in your

drug-free workplace program:

- ◆ **Pre-Employment:** A proactive approach to your applicant screening process and an effective means for deterring undesirables from applying.
- ◆ **Pre-Promotion:** An effective means to maintain a drug free workplace and decrease the chance of promoting someone who is using or abusing drugs.
- ◆ **Annual Physical:** Test employees during annual physicals to refer current users for assistance or disciplinary action as stated in your drug free workplace policy.
- ◆ **Random:** An effective way to promote employee safety and security, and to protect property and equipment.
- ◆ **Post-Accident:** Test to determine whether accidents are drug or alcohol related, deterring workers' compensation claims and increasing safety.

CI has a network of over 12,000 collection sites located in all 50 states. CI's website has a collection site locator that uses zip code to conveniently find the closest lab to any location. Drug screening results are delivered via CI-WARE, our secure online application, along with all of your other background investigation inquiry results so all information obtained is stored and available in the same place.

To ensure that your drug screening policy is as effective as possible, CI recommends prominently displaying appropriate posters in your workplace and mentioning your drug free policy in your job listings, advertisements and commercials. If your organization would like to establish a drug screening policy, contact CI to help you implement a program that is consistent, compliant, effective and affordable.

∞ INQUIRY SPOTLIGHT ∞

MOTOR VEHICLE

Employers should consider doing a Motor Vehicle inquiry on any applicant that will be assuming a position which requires them to drive a vehicle to perform their work duties. A MOTOR VEHICLE inquiry should be done regardless of whether the applicant will be driving a facility-owned vehicle, their own vehicle or a rental vehicle. The information available through a MOTOR VEHICLE inquiry also provides a more complete integrity verification and understanding of the applicant, even if they are not assuming a position that requires them to drive a vehicle.

The MOTOR VEHICLE inquiry contains the licensee's address, license class, date of birth, Social Security Number (in some states), driving violations, accidents, suspensions/revocations and more. Most states also include gender, height, weight, eye color and/or hair color.

The identifying data revealed by the MOTOR VEHICLE inquiry provides a means to verify applicant supplied data, especially the date of birth. An applicant's date of birth is very important to verify, as it is a key piece of information used to determine if an applicant has any prior criminal convictions.

A MOTOR VEHICLE inquiry will reveal a suspended/revoked license, patterns of reckless behavior, insurance risks and/or substance abuse. If your employee is irresponsible or negligent, with a motor vehicle, or otherwise, your organization may be held responsible for any accidents or incidents that occur as a result. Therefore, motor vehicle information can be very beneficial to obtain on all applicants.

To learn how to add this inquiry to your BACKGROUND INVESTIGATIONS, or for further information, please contact a CI representative.

UPCOMING CI PRESENTATIONS

Securing a good hire is challenging. Background investigations are an invaluable tool for bringing added confidence to the hiring process and ultimately greater success to your organization. Employment background investigations provide a means for employers to enhance the quality of new hires, decrease turnover and provide a safe work environment, mitigating both risk and liability.

Michelle Pyan, President, COMMERCIAL INVESTIGATIONS LLC, will present The Quest for the Proactive Truth—Background Investigations to the Rensselaer County Job Service Employer Committee (JSEC) at 8:00 am on May 24, 2005, at Daisy Bakers. She will also present this program to the Albany County JSEC at 8:00 am on June 16, 2005, at the Clarion Inn.

Michelle is highly knowledgeable about

the Fair Credit Reporting Act and other legislation applicable to background investigations and human resources. She has over eight years of licensed private investigative experience and over seven years of human resources expertise.

Attend one of the JSEC programs to learn why employers should add background investigations to their hiring process, how employers can implement an effective background investigations program and how to partner with a compatible vendor to perform your backgrounds investigations.

To register for the Rensselaer event contact Sharon Macken at 518-270-2862 or sharon.macken@labor.state.ny.us. To register for the Albany event contact Cathy Bucci at 518-462-7600 or cathy.bucci@labor.state.ny.us.

This publication is designed to provide accurate and authoritative information with respect to the subject matters covered. It is distributed with the understanding that CI is not engaged in rendering accounting or legal services.

CI'S GOALS

Provide thorough, timely and accurate private investigative services.

Maintain a high standard of quality and client service.

Promote solutions through relationships and dedication.

Diversify services offered by industry and location of clients.

Grow through continued reinvestment in the company.

COMMERCIAL INVESTIGATIONS LLC

A Full Service Licensed Private Investigative Agency

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Services provided include:

BACKGROUND INVESTIGATIONS

CI provides accurate, timely, cost effective and fully compliant reports delivered with exceptional client service.

CONSULTING SERVICES

CI assists you in implementing a compliant background investigation process as well as providing assistance in implementing in-house procedures.

SURVEILLANCE SERVICES

CI offers high quality surveillance reports and supporting documentation derived through the use of the latest available technology.

PROCESS SERVING

CI delivers timely, cost effective, compliant and fully documented process serving that is delivered with exceptional client service.

MYSTERY CUSTOMER

CI provides detailed reports documenting your operations or that of your competitors.

COMPETITIVE INTELLIGENCE

CI assists you in gaining a competitive edge with discrete, thorough and valuable intelligence.

CI MISSION STATEMENT

Dedicated to providing innovative Private Investigative solutions to its clients and working with them to develop tailored services that meet their needs.