



The Lynx Link

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Employer Lynx, Inc.

**Private Investigation
Pre-Employment Screening**

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**Background checking is
our only business.**

• Greetings from Employer Lynx •

The newsletter for this quarter will be addressing our new web-based software and how to best use it along with information about some of the security behind this system.

We're pleased to introduce two new services, the National Criminal Database Search and the Medical Scan Alert, that are up and ready to go now. Learn how you can enhance your background checks with these programs. Please find information about these services on page 3.

In addition, our new Educational Corner debuts this issue. Please see a discussion on what "criminal" means in real talk. Also, for your convenience, please find a list of holidays that Employer Lynx will be closed during 2005. And remember, whenever you need help, we're a phone call away, 775-883-3733.

Security – We Have it for the New Online System

By K. J. Smith, Director of Operations/PI Employer Lynx, & John Kloos, Backcheck Company

Due to the well-publicized problems experienced by some of the larger resellers of personal information (i.e. Choice Point and Lexis Nexis), the subject of security has been a hot topic recently. Employer Lynx chose to work with Backcheck Software Company because of their exceptional online security measures that are needed to control access to sensitive data.

System security is not a new concern, but it is as old as the computer itself. In the beginning, of course, it was fairly simple—just put the computer behind a locked door and keep track of who had a key. This plan worked well back before the everyday use of the Internet when the experts predicted that the entire world need for data processing could be served by 10 computers alone.

Things got more complicated as technology evolved and demand

increased. First, the people who operated the computers wanted to share data with other computers. It was a radical idea at the time; however, it happened, and it's called a network.

Then, other people wanted access to the data on the computers, but they didn't want to go through any locked doors in order to get it. As absurd as this demand seemed, the computer operators had no choice because certain of these people were managers and owners who actually paid for the computers. When they were finally given access to the data, using small TV-like devices, they were said to be logged-on.

Before anyone had the good sense to stop the insanity, the world had a few more than ten computers. Not only was it all downhill from this point, it quickly became clear that a simple lock on the

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Holidays Noted

For your convenience, we have listed the holidays in 2005 that we will be closed.

July 4th - Independence Day
September 5th - Labor Day
October 28th - Nevada Day
November 11th - Veterans Day
November 24th & 25th - Thanksgiving
December 25th - Christmas
And to start the new year of 2006...
January 2nd - New Years



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Questions for the staff are invited.

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door wasn't going to provide adequate security.

So, what is the point? System security evolved into a multi-level discipline long before the Internet became a commercial success.

While the Internet may present new challenges in terms of scale, the fundamentals haven't changed much in the last 25 years.

System security can be broken down to several levels; however, it boils down to four basic concerns: 1) Physical Access; 2) Network Access; 3) Data Transmission; and 4) User Access. When it comes to Physical Access, Network Access and Data Transmission, there really isn't much you can do to improve the security that has already been implemented. However, User Access is a different story. The fact is hackers using sophisticated technology don't cause the vast majority of system compromises. Rather, they are caused by authorized users who fail to keep their usernames and passwords secure. But, there is a lot you can do to prevent this.

Simple Security Practices Businesses Can Use That Really Work

- For all the obvious reasons, you should not share your username and password with anyone. There is one other reason that may not be so obvious. If an audit of the transaction log is performed to find out who did what and when, a shared username can cause inconclusive results.
- Do not use the same username and password that you use for other systems, and do not use an obvious

combination. For example, do not use your street address, child's name, pet's name or words like "secret" and "password." Instead, use something that cannot be easily guessed or remembered by someone who overhears it.

- Do not post your password where other people can see it. If you must write your username and password down, then keep it on your person.
- Change your password on a regular basis.
- At login time, Internet Explorer presents a check box labeled "Remember my password." Sounds convenient. Don't do it. It just makes it easier for the bad guy who now has one less thing to guess.
- Windows comes with a standard facility that allows you to implement a password-protected screensaver. Use it. It's simple, but it will stop someone who has just a few minutes to sit at your desk while no one else is in the room.
- Close all of your browser windows before leaving your desk. Turn off the computer before going home.

Note: Employer Lynx staff will be sending a "new contact list" with each newsletter. If you have no changes, mark no changes and fax back. It is extremely important to advise our staff when someone leaves your company so we can remove his or her username and password. The same goes if you are adding a new person and you wish them to receive the employment reports. Keep in mind that to maintain our documents, we will destroy them by shredding after the time allocated by the FCRA.



Employer Lynx Introduces New Programs

Employer Lynx is very excited to roll out two new programs, the National Criminal Database Search and the Medical Scan alert. They give you an even wider range of opportunities to pinpoint that employee who will be able to contribute the most to your business.

National Criminal Database Search

This is a service that is used primarily as a “locator” of information. Contrary to popular belief, there is no such thing as a truly national criminal database search available to the public. What this search does do is examine millions of records gathered through Correctional Data, some sex offenders’ files, state repositories and court records. However, it does not include many of the county court searches. This search is for the purpose of reducing your risk in hiring someone who has moved over several areas that you are not aware of through information provided on the employment application, thus reducing some of your risk.

We suggest the National Criminal Search as a general indicator of a possible hit within a state or region. Then, if a possible hit is detected, a county courthouse search is initiated. If several possible hits are found, you will be contacted first to determine to what extent you want us to proceed.

Besides being an outstanding screening tool and practice for all businesses, this important tool is recommended for transportation companies hiring drivers.

Medical Scan Alert

This is an effective tool in identifying individuals and entities at all levels of the

Educational Corner - Defining Crime

Most people are familiar with various types of crimes based on movie, television and other media interpretations. In truth, the criminal justice system is more complex. A crime is broadly defined as conduct that is dangerous to citizens, damaging to society and is punishable with fines, confinement and/or general loss of certain civil rights. Crimes are usually classified into three categories:

Felonies

Felonies are the most serious types of crime and usually result in the most severe punishments, such as state imprisonment for more than one year. Examples of felonies include murder, grand theft, burglary, robbery, kidnapping and some drug offenses.

Misdemeanors

Misdemeanors may be lesser offenses punishable by probation, imprisonment at the county level or fines, or both. Misdemeanor crimes generally result in a maximum of one-year imprisonment and/or fines of up to \$1,000. Crimes such as assault, disorderly conduct, disorderly intoxication, petty theft and prostitution are usually classified as misdemeanor offenses.

Clearly, misdemeanor crimes, such as assault, can be just as severe as felony crimes. According to “The Safe Hiring Manual” by Lester S. Rosen, one of the biggest mistakes employers make is not searching an applicant’s misdemeanor criminal court record.

The nature and gravity of both felony and misdemeanor crimes should be carefully considered.

Infractions

Infractions, the third criminal classification, consist of public offenses that can only be punished with fines. For example noise violations, walking a dog without a leash, and traffic violations such as parking tickets or speeding are considered infractions. Most employers do not use infraction information in the hiring process.

Fact: 5% of applicants had a criminal record in the past seven years.

health care field including individuals, professionals and providers. This search detects sanctions or adverse actions such as exclusions, termination of license, probations and debarments. Information is gathered from approximately 800 federal and state sources including the Office of Inspector General (OIG) and the General Services Administration (GSA). This is a nationwide data search. Information obtained must be verified by

the specific reporting agency.

Requirements for use if checking an individual include full name, date of birth and Social Security Number. To proceed with a company search, the full company name, dba and last known address is required.

For more information and pricing, please contact K.J. Smith or Lori Wildman at Employer Lynx, 775-883-3733.

Final Thoughts

Welcome to Our New Online System

We want to welcome everyone to our new online system and provide you with a few helpful tips on using the system.

For quick access to reports, use the Home tab:

You can view Submitted reports and Received reports. Received reports are final reports. Click on the Applicant ID to view the desired report.

To view completed reports:

- Click the Applicants tab.
- Select Received in the dropdown menu labeled Status.
- Click on Go.
- Click on the applicant ID number of the individual you want to view or print.

To view reports in progress:

- Click on the Applicants tab.
- Select Submitted in the dropdown menu labeled Status.
- Click on go.
- Click on the Applicant ID number of the individual you want to view or print.

To view reports by SSN or Last Name:

- Click on the Applicants tab.

- Select Blank in the dropdown menu labeled Status.
- Enter the SSN or last name in the correct field.
- Click on go.

If you are currently receiving your reports by fax and you would like to view the status of them within two days of submitting, please call or send us your email address. We will then send you a password. It is a great tool now available to you. No more standing at the fax waiting for your report. You can view the report at your convenience.

To receive a complete and accurate background check, the following paperwork must be sent to process the background check:

- Order form (We need to know what services you want for each order.)
- Signed release
- Application
- Copy of SS card
- Copy of drivers license

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