



ADMINISTRATIVE POLICIES AND PROCEDURES

Policy ID: Human Resources
Subject: Background Investigation
Creation Date: April 30, 2008
Revision Date: None
Prepared By: Human Resources
Approved By: City Manager
Legal Review: John Batoon

DESCRIPTION:

Background Investigation Policy

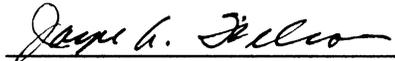
POLICY:

The City of El Paso believes that it is beneficial for the organization to conduct criminal and background investigations on applicants for City employment.

- A. The criminal and background investigation policy is used to protect the community and organization; the City believes that it has an affirmative obligation to ensure that individuals hired to City positions do not have a history of criminal behavior or inappropriate behavior relevant to their desired employment. Although this is not a guarantee against criminal acts, it does reduce the likelihood of crime, and may reduce the organization's liability in the event a crime occurs.
- B. The City recognizes that its need to investigate potential employees' criminal histories and backgrounds must be balanced with the need to protect employee privacy. It is therefore prohibited for City employees and agents of the City to seek, use, or disclose background information except within the scope of their assigned duties.
- C. All applicants for employment must voluntarily consent to the release of information which may include conviction and non-conviction data and investigative consumer reports, also known as reference checks, which may include information as to character, general reputation, personal characteristics and mode of living. Additionally, applicants agree to release the City of El Paso and/or its agents from any and all liability and/or damages that may result from these processes.

- D. The Fair Credit Reporting Act gives individuals specific rights. In accordance with the Act, if the City relies on a report for an adverse action, before taking the adverse action the City will issue the affected individual a pre-adverse disclosure which will include a copy of the report and a copy of the document entitled "A Summary of Your Rights Under the Fair Credit Reporting Act".

APPROVED BY:



Joyce Wilson, City Manager



Date

**Notification Form
Regarding Consumer Report**

Prior to being hired and during the course of your employment if hired, we may obtain a consumer report and/or an investigative consumer report about you for employment purposes.

The investigative consumer report, also known as a reference check, may include information as to your character, general reputation, personal characteristics and mode of living. This information may be obtained by contacting your previous employers and/or references supplied by you or others. Please be advised that you have the right to request, in writing, within a reasonable time, that we make a complete and accurate disclosure of the nature and scope of the information requested. Such disclosure will be made to you within five days of the date on which we receive the request from you or within five days of the time the report was first requested, whichever is later.

The Fair Credit Reporting Act gives you specific rights. If we rely on the report for an adverse action, before taking the adverse action, "we will give you a pre-adverse disclosure that includes a copy of the report and a copy of the document entitled "A Summary of Your Rights Under the Fair Credit Reporting Act".

By your signature below, you hereby authorize us to obtain a consumer report and/or an investigate consumer report about you for employment purposes and authorize all corporations, former employers, credit agencies, educational institutions, law enforcement agencies, city, state, county and federal courts and agencies, military services and persons to release all information they may have about you. This authorization shall be valid in original or copy form.

Applicant' Name_____

Social Security Number_____

Date of Birth (MM/DD/YY)_____

Driver's License Number_____

Current Street Address_____

City, State, Zip Code_____

County_____

Telephone Number_____

Signature_____

Date_____

Witness Signature_____