



Administrative Policy Manual

Policy No: A-35

Date: 6-8-18

Approved: Mark Scott

SUBJECT: BACKGROUND CHECK POLICY

PURPOSE: The City of Indio believes that hiring qualified individuals to fill positions contributes to the overall strategic success of the City of Indio. Background checks serve as an important part of the selection process at the City. This type of information is collected as a means of promoting a safe work environment for current and future City of Indio employees. Background checks also help City of Indio obtain additional applicant related information that helps determine the applicant's overall employability, ensuring the protection of the current people, property, and information of the organization.

GENERAL POLICY:

At the City of Indio, background and reference checks are conducted on all job applicants to whom a conditional offer of employment has been made. The City of Indio will use a third party agency to conduct the background checks. The type of information that can be collected by this agency may include, but is not limited to, information pertaining to an individual's past employment, education, finances, and criminal history. The specific nature of the information collected will vary according to the position. The City of Indio will ensure that all background checks are conducted in compliance with all federal and state laws. This process is conducted to verify the accuracy of the information provided by the applicant, and to ensure that all positions in the City are filled by individuals qualified to perform their assigned duties.

CRIMINAL BACKGROUND CHECKS:

The City of Indio can, in certain instances and to the extent permitted by law, make inquiries regarding criminal records after an applicant has received a conditional offer of employment. An applicant may, in certain instances, be disqualified from receiving a final offer of employment if he or she has been convicted of a felony or misdemeanor which has a nexus to or adversely reflects on the applicant's fitness to perform assigned duties, or which otherwise disqualifies the applicant from being able to perform the duties of the position.

All criminal background checks and decisions resulting therefrom will be performed in compliance with, and subject to the limitations prescribed by, Government Code section 12952.

CONSUMER CREDIT REPORTS:

The City of Indio can obtain a consumer credit report for applicants who have received a conditional offer of employment for positions that qualify under Labor Code section 1024.5(a), if the report is necessary to evaluate an applicant's fitness for such position. No credit report will be sought without obtaining an applicant's written authorization.

The nature of the credit checks will vary according to the position. All credit checks will be conducted in compliance with the Fair Credit Reporting Act (FCRA), the California Investigative Consumer Reporting Agencies Act (ICRAA), the California Consumer Credit Reporting Agencies Act (CCRAA), and all other applicable federal and state laws in effect at the time the information is collected.

RECORDKEEPING:

The City of Indio guarantees that all information obtained from the reference and background check process will only be used as part of the employment process and kept strictly confidential. Human Resources will maintain a log that will include the position applied for, name of the applicant, and the date of the background check. Only appropriate personnel at City of Indio will have access to this information.