

**CITY OF RICHARDSON
INTERDEPARTMENTAL POLICY AND PROCEDURE
PRE-EMPLOYMENT BACKGROUND VERIFICATION**

PURPOSE

The purpose of this policy is to establish standard policies and procedures for conducting pre-employment criminal background verifications.

SCOPE

This policy applies to all positions with the exception of Police and Fire Departments.

POLICY

It is the policy of the City of Richardson to verify specified background information (as outlined in this policy) for applicants after a conditional job offer is made but before an applicant begins employment with the City of Richardson. An applicant's background information is one of several factors considered in the hiring process and does not automatically disqualify a candidate from being hired.

PROCEDURE

I. GENERAL INFORMATION

The hiring manager will contact the applicant to make a conditional offer of employment contingent upon successful completion of required background verifications and drug screen.

II. BACKGROUND VERIFICATION PROCESS

The City will obtain written permission from the applicant to conduct background verification before starting the background verification process. To obtain written permission, hiring departments will use the FCRA Background Disclosure form (located on the intranet under Interdepartmental Policies and Procedures). This form must be signed by the applicant and submitted to the hiring manager and Human Resources before any background verifications are conducted. The City must obtain written consent from a parent or guardian before conducting background verifications on minors, age 17 or younger. Background verifications are conducted for employment purposes only. Each Department may verify the applicants' past employment and check the applicant's references. All other aspects of the background verification process listed below will be performed by the Human Resources Department. The Human Resources Department may use a consumer reporting agency to obtain information on an applicant's background.

Background verifications conducted by Human Resources on all applicants who are given a conditional job offer will contain information regarding the applicants' criminal history. Further background verifications such as social security verification; motor vehicle records and verification of education may be conducted as applicable.

The results of the background verification will be reviewed by Human Resources and discussed with the hiring manager. An applicant's background information is one of several factors considered in the hiring process and does not automatically disqualify a candidate from being hired. Before a decision is made to disqualify an applicant based on the information obtained in the background verification, the applicant will be provided a "pre-adverse action notice". This written notice will include a copy of the consumer report and the statutory Summary of Rights under the Fair Credit Reporting Act (FCRA). The applicant will have five (5) business days to review the report and discuss it with the Human Resources Department.

If the decision is made to take adverse action against the applicant, he or she will be provided an adverse action notice, which must include the following information:

- The name, address and telephone number of the Consumer Reporting Agency (CRA) that provided the report.
- A statement that the CRA did not make the adverse decision and is not able to explain why the decision was made.
- A statement setting forth the applicant's right to obtain a free disclosure of his or her report from the CRA, if the applicant or employee makes a request for such a disclosure within 60 days and
- A statement setting forth the applicant's right to dispute directly with the CRA the accuracy or completeness of any information contained in the report.

An applicant will not be hired until HR's background verification process and required drug screen are complete.

Falsification of the employment application or failing to disclose information relating to criminal convictions may result in disqualification from the employment process.

Signed by Dan Johnson on 10/12/2014
Dan Johnson, City Manager

Date

Attachment 1 – Pre-Employment Background Check Disclosure & Authorization for Consumer Reports

Attachment 2 – Applicant Grievance Process for Disputed Reports of Criminal History