

City Manager's Office
Administrative Order No: 008
Issued: 1995
Revised: 10/03; 06/20



Approved by Garrett Evans
City Manager

Subject: Fingerprinting

Purpose:

Establish a policy that requires each employee or volunteer to submit fingerprints to the Department of Justice (DOJ) in order to comply with Resolution Numbers 96-8314 and 19-13683 authorizing access to summaries of state and federal criminal history information for the purpose of determining an applicant's eligibility for employment or volunteer services.

Procedures:

1. This requirement is a condition of employment or volunteer services. Fingerprints must be submitted before the first date of hire or participation.
2. City employees and volunteers are required to submit fingerprints to the DOJ for state and federal criminal history information checks.
3. Fingerprinting is typically completed through the Pittsburg Police Department using LiveScan. In some cases, candidates may complete LiveScan through another vendor with the approval of Human Resources.
4. DOJ manually processes fingerprint results within 48 to 72 hours but in some cases, results can be delayed for weeks. If no report has been received after 30 days, Human Resources will follow-up with DOJ.
5. The appointing authority will indicate fingerprint clearance is a condition of employment under remarks on the Personnel Action Form (PAF). In addition, it is the responsibility of the employing department to ensure that an adequate background investigation on the individual being hired to determine their appropriateness for the position has been conducted by authorized personnel. Assistance in this area is available from the Human Resources Department. In the case if a volunteer, a City "Volunteer Application" will be completed and forwarded to the Human Resources Department.

6. The Director of Human Resources or his/her designee is authorized to receive summary criminal history information from DOJ. The Director of Human Resources or his/her designee along with the appointing department will review the criminal history and determine if the person has been convicted of any offense that precludes them from employment or providing volunteer services. The assessment will take into consideration: nature and gravity of the offense and conduct, time that has passed since the offense or conduct and completion of sentence, and the nature of the job sought.
7. If a decision is made not to hire or select individual based on information from the criminal records, the candidate will be sent a written notification with the City's consideration to rescind the job offer or volunteer participation and a copy of the DOJ report.
8. The affected individual will have five (5) business days from the date of the letter to provide a response that challenges the action and/or information on the DOJ report. The City has five (5) business days to respond to the notice and must consider any additional evidence or documents before making a final decision.
9. Criminal history records will be maintained by the Human Resources Department separate from the personnel files.
10. A contract for Subsequent Arrest Notification Service (BC11 8049) will be on file with the DOJ. This allows the Director of Human Resources to receive subsequent arrest information on any individual on whom fingerprints have been collected.
11. The cost of submitting fingerprints to DOJ will be paid by the City.