



AP 7126 Applicant Background Checks

Applicants for positions may be subject to background or reference checks.

Background Investigations

All background investigations for prospective employees in the District police department are performed by the District's police department and/or outside, independent, licensed investigators, and includes investigation of, but not limited to, criminal history, drug/alcohol use, driving history, credit and financial information, alcohol abuse, moral character, employment information, character references, medical, dental and psychological records and education. The cost of any background check will be the responsibility of the District. The prospective employee will be required to sign a Release of Information form, authorizing the investigation.

Where a background investigation is performed by a third party, the Human Resources Office shall make a clear and conspicuous disclosure to the applicant on a separate form before the report is procured. The applicant shall be provided an option to receive or not receive a copy of the report. If the applicant is not hired, or the District takes other action that adversely affects any applicant based in whole or in part upon the third-party report, the Vice President of Human Resources shall provide oral, written, or electronic notice of:

- the adverse action to the applicant;
- the name, address, and telephone number of the third party agency that furnished the report;
- the applicant's right to obtain a free copy of the report; and
- the applicant's right to dispute the accuracy or completeness of any of the information in the report.

Reference Checks

Reference checks will be done on all prospective employees of the District, prior to an offer of employment regarding, but not limited to: education, prior employment and personal references. If it is determined that the prospective employee will not be hired, the applicant will be notified in a timely manner.

References:

- Civil Code Section 47, 1785.16, 1785.20, and 1786.16 et seq.;
- Fair Credit Reporting Act (federal)