

## BACKGROUND SCREENING SUMMARY

The City of Jacksonville performs "Level 2" background checks to ensure that the employees we hire do not pose an unacceptable risk to fellow City employees and the citizens of Jacksonville, and in particular, to children and vulnerable adults that employees may interact with as a result of their job duties. Florida Statute 435 requires that all employees in positions designated by law as positions of trust or responsibility to undergo "Level 2" security background investigations as a condition of employment and continued employment.

The following records are reviewed:

1. Statewide criminal and juvenile records through the Florida Department of Law Enforcement.
2. Federal criminal records checks through the Federal Bureau of Investigation.
3. Local criminal records checks through local law enforcement agencies.

Under Florida Statute 435, certain convictions and pleas for specific offenses are automatic disqualifiers for employment in positions of trust. However, after an elapsed time period, generally 3 years, the disqualification may be exempted.

We do have applicants (and employees) that have been convicted of misdemeanor and/or felony offenses. That fact, in and of itself, does not preclude employment with the City. The Human Resources Division reviews each individual on several criteria prior to issuing a determination. This includes:

1. Nature of Offense
2. Whether the offense involved a minor or a vulnerable adult
3. Time elapsed since conviction
4. Whether a pattern of convictions is evident
5. Specific job duties and responsibilities of position sought
6. Whether potential employee will be in a closely supervised work environment.
7. Employment references
8. Other evidence as may be provided by the applicant to provide evidence of rehabilitation.

Of the 1495 new hires screened by HR in FY 2006-2007, 38 individuals had records with direct bearing on the position sought resulting in a no-hire recommendation. 261 individuals had a determination of "record found-no bearing." Should an applicant be denied employment based upon his/her background record, he/she may appeal that decision to Human Resources. The final review will consider all facts presented by the applicant. The Human Resources Division makes decisions that balance the opportunity of employment for the applicant, *for that particular job*, with the requirement that we not place the citizenry and workforce at an unreasonable risk as well as maintain an appropriate affirmative defense against negligent hiring claims.

M.Evans  
5/10/2010

*Note: It should be noted that for classifications which require a driver's license in order to perform the job, records are reviewed from the Florida Department of Motor Vehicles. In FY 2006-2007, 487 applicants had a "record found" determination. The records are reviewed in accordance with the requirements set forth under the City Driver certification program. Applicants with DUI's within the past 36 months preceding application are ineligible for City certification. The hiring department determines whether to hire/not hire the individual.*

*Note: Level 1 screenings shall include, but not be limited to, employment history checks and statewide criminal correspondence checks through the Florida Department of Law Enforcement, and may include local criminal records checks through local law enforcement agencies.*

M.Evans  
5/10/2010