	<p>City of Albany Administrative Policy Recruitment and Selection Policy #: HR-RS-02-002 Title: Pre-employment Screenings and Background Checks</p>	<p>Human Resources</p>
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Purpose In order to protect the City of Albany, its employees, and the public, the City will conduct pre-employment screening, including a background check and/or investigation, on candidates selected for a position with the City.

Policy It is the responsibility of the Human Resources Department to coordinate all pre-employment screening and background checks for City positions and to ensure that all contracted temporary employment agencies who provide temporary services workers to the City have conducted required pre-employment background checks on their employees prior to job placement with the City and in accordance with all applicable federal, state, and local laws. Pre-employment screening and background checks may consist of, but are not limited to, the following:


- Social Security Verification
- Criminal History
- Employment Verification
- Credit History
- Education Verification
- Drug Screen
- Driving Record
- Medical Evaluation
- Personal/Professional Reference Checking
- Psychological Evaluation
- Professional License/Certification Verification

Disclosure of Prior Convictions at Time of Application

When applying for a position within the Albany Police Department or Albany Municipal Court, it is the applicant’s responsibility to disclose prior criminal convictions on the City’s employment application materials, with the collection of such information being expressly permitted under ORS 659A.360. Applicants who do not disclose the requested information may, at the discretion of the Human Resources Director, be denied employment for falsification of their employment application materials.

Outside of the Albany Police Department and Albany Municipal Court, in accordance with ORS 659A.360, the City will not request or require disclosure of an applicant’s criminal conviction history as part of the City’s employment application materials.

When job-related, as outlined within the job posting, applicants for City employment are responsible to disclose prior moving violation convictions on the City’s employment application materials. Applicants who do not disclose the requested information may, at the discretion of the Human Resources Director, be denied employment for falsification of their employment application materials.

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Human Resources Review

All applicants will be further evaluated based on the conducted pre-employment screenings and background checks. At the discretion of the Human Resources Director, any candidate who possesses an unfavorable background after determining job relatedness, will not be considered for employment in the specified position. The following factors will be considered in making individual hiring decisions related to criminal history:

- 1) The nature and severity of the crime.
- 2) The time elapsed since conviction or release from incarceration.
- 3) The nature of the job.

Scope and Application

This policy applies to prospective new hires to the City as well as current City employees or rehires who seek employment in a different classification and for which the pre-employment screening requirements differ from that of the employee’s current or most recent classification. Rehires who have previously terminated from City employment, with the exception of retirees who immediately begin working back, are subject to the same pre-employment screening requirements as new hires, even if hired into the same classification previously held.

Definitions

N/A

References

Fair Credit Reporting Act, www.ftc.gov/os/statutes/fcra.htm

Oregon Revised Statutes (ORS) 659A.360, Restricting criminal conviction inquiries

See also City of Albany Administrative Policies:

- HR-SF-04, Substance Abuse
- HR-SF-05, Substance Abuse – DOT
- HR-SF-06, Substance Abuse – FTA
- HR-SF-07, Vehicle Incident Prevention

Review and Authorization

Supersedes: HR-RS-02-001; 8/27/2004	Created/Amended by/date: HR; 8/9/2022	Effective Date: 8/9/2022
HR Director: <i>Signature on File</i>	City Manager: <i>Signature on File</i>	

1. Form or worksheet revision related to this document? No Yes



City of Albany
Administrative Policy
Recruitment and Selection
Policy #: HR-RS-02-002
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Human Resources

If yes, attach a copy of the revised form or worksheet.

Training required? No Yes