

PROBATION DEPARTMENT

DIRECTIVE

No.: 1216

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SUBJECT: LIVE SCAN PROCESS**POLICY**

On November 10, 1998, the Board of Supervisors adopted a policy regarding access to criminal history information in connection with employment in sensitive positions. The Board's policy applies to all new hire or current County employees who transfer or are promoted to sensitive positions, and contract personnel in sensitive positions. The Board policy is as follows:

The County of Los Angeles shall not place a person (new hire, current employee, or contract employee) in a sensitive position if he or she has been convicted of a felony or a misdemeanor, except that such conviction may be disregarded if it is determined that there were mitigating circumstances or that the conviction is not related to the position and poses no threat or risk to the County or to the public; and, the County of Los Angeles shall consider as sensitive any position involving duties which pose a potential threat or risk to the County or to the public when performed by persons who have a criminal history incompatible with those duties, whether those persons are employees of the County or perform those services pursuant to contract.

The Probation Department has designated all positions as sensitive due to the direct client or client record contact of all positions.

GUIDELINES

Effective immediately, the Probation Department will commence conducting backgrounds that include Live Scan, when any of the following events occur:

- 1) Newly Hired (permanent or temporary) employees;
- 2) Transfer into the Department;
- 3) Newly assigned "contract" or "volunteer" (VISTO) staff; or
- 4) Promotion.

Newly Hired or Transfer

New hires and transfers into the Department are treated the same. The requesting Bureau advises the Human Resources Technician of their selection. Human Resources will contact the candidate and schedule an appointment for fingerprinting and will provide the candidate with a "Contingency Job Offer". Upon completion of the Live Scan process and the background review, the Human Resources Management Office (HRMO) advises the requestor if the candidate is "acceptable" or "unacceptable" for hiring according to Department of Human Resources approved standards set for

the sensitive position being held. A "start date" cannot be provided prior to receiving the background results and CEO approval (if applicable).

Contract or Volunteer (VISTO)

Upon making a selection, the Contract Manager or VISTO Clerk submits the Live Scan request to HRMO. HRMO will contact the candidate to schedule an appointment for fingerprinting. Upon completion of the Live Scan process and receipt of results, HRMO will advise the requestor if the candidate is "acceptable" or "unacceptable" for appointment.

Promotion

Upon making a selection for promotion, the requesting Bureau is to provide the employee with a "Promotional Contingency Job Offer" letter. A copy of this letter is to be forwarded to your Human Resources Technician along with the documentation supporting how the certification list was cleared. Generally these documents would be routed through the applicable Bureau Special Assistant. Within two business days, the employee will be contacted by HRMO and scheduled to be fingerprinted. In addition to receiving the Live Scan results, an assessment and review of the employee's work history as contained in the Official Personnel File and/or Area File will be conducted. Upon completion of the Live Scan process and the background review as stated above, HRMO advises the requestor if the candidate is suitable for continued County employment, or unacceptable per Civil Service Rule 18.031.

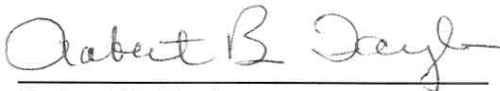
Promotion Effective Date

For non-sworn promotions the effective date will be no more that 14-days from the date the candidate cleared background.

For non-sworn to sworn promotions, the effective date will be provided upon completion of the physical and psychological evaluation and will be effective the day of the next CORE training.

For sworn promotions, the effective date will be no more than 14-days from the date the candidate clears background.

Questions about this policy should be directed to your Bureau's Special Assistant.



Robert B. Taylor
Chief Probation Officer