

	<b>Policy:</b> Criminal Background Check Policy	<b>Effective Date:</b> April 1, 2005
		<b>Revision Effective Date:</b>
	<b>Policy Number:</b> HR- 46	<b>Page</b> 1 of 1
	_____ <b>S. Douglas Spell, City Manager</b>	_____ <b>Human Resources Responsible Party</b>

**PURPOSE**

The City of Monroe believes that hiring qualified individuals to fill positions contributes to the overall strategic success of the City. Criminal background checks serve as an important part of the selection process at the City. This type of information is collected as a means of promoting a safe work environment for current and future City employees. Criminal background checks also help the City obtain additional applicant-related information that helps determine the applicant's overall employability, ensuring the protection of the current employees, property, and information of the organization.

**POLICY**

At the City, reference checks are conducted on all job applicants applying for positions. The City will use a third party agency to conduct the criminal background checks. The type of information that is collected by this agency checks the Social Security Number and pulls variants of the name and previous addresses. The name entered along with different names associated with the Social Security Number against the criminal database will validate the credibility of the person. Lastly, a report is created that is consolidated and easy to understand. This process is conducted to verify the person’s criminal history. The City will ensure that all criminal background checks are held in compliance with all Federal and State statutes.

The City may make inquiries regarding criminal records during the pre-employment stage, however, as part of Title VII of the Civil Rights Act of 1964, this information cannot be used as a basis for denying employment, unless it is determined to be due to job-related issues or business necessity.

The City guarantees that all information attained from the reference and criminal background check process will only be used as part of the employment process and kept strictly confidential. Be aware, only appropriate Human Resource personnel at the City will have access to this information.