



### **Candidate Notice of Fingerprinting**

The City and County of San Francisco Department of Human Resources reviews conviction records as one of the final steps in the hiring process. You will be fingerprinted and your fingerprints will be sent to the California Department of Justice (DOJ) and the Federal Bureau of Investigation (FBI). We will review any conviction history we receive to determine if there is a conflict with the specific position you applied for. Arrest information is considered in limited circumstances.

You could be ineligible for a position if there is a conflict between your conviction history and the job.

**Disqualification from one position does not automatically disqualify you from any other position with the City and County of San Francisco.**

We consider these factors when we review a candidate's conviction history:

- The kind of offense and how serious it was.
- Whether the offense conflicts with the specific duties of the job.
- How long it's been since the conviction or release from sentencing.
- How many convictions the person has had.
- Whether there is enough evidence of rehabilitation to overcome any conflict with the job.

We don't look at:

- Arrests that are not pending, unless required by law.
- Records that have been erased, expunged, pardoned, or sealed.
- Juvenile records.
- Municipal ordinance violations.

We will contact you by email if we determine you may be ineligible for a position. We will ask you to give us any evidence of rehabilitation you may have. Evidence of rehabilitation includes:

- Proof of expungement or pardon.
- Employer recommendations.
- Education or professional training.
- Completion of rehabilitative treatment (e.g. alcohol or drug treatment).
- Letters of recommendation from community organizations, counselors or case managers, teachers, community leaders, or parole/probation officers.
- A personal statement, explanation, or detailed description of the circumstances surrounding your conviction.

You can file an appeal with the San Francisco Civil Service Commission if you are disqualified from a position. Appeals may be filed in writing with the Executive Officer, Civil Service Commission, 25 Van Ness Avenue, Ste. 720, San Francisco, CA, 94102.

We do not provide copies of conviction history records to candidates. Contact the California DOJ Review Office at (916) 227-3835, or use the forms posted at <http://oag.ca.gov/fingerprints/security> to get a complete copy of your DOJ record. Instructions and forms needed to get FBI records are posted on the FBI website at <https://www.fbi.gov/services/records-management/foipa/requesting-fbi-records>.

**Name (Last, First, M.I.):** \_\_\_\_\_

**Social Security Number:** \_\_\_\_\_