



### **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). Your fingerprints will be retained by the DOJ and searched against other fingerprints on file, including latent fingerprints. 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. If you are disqualified from a position, we will notify you of your appeal rights.

We consider these factors when reviewing 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 consider:

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

We will contact you by email if we determine there is a potential conflict between your conviction history and the specific position to which you applied. We will afford you an opportunity to provide any evidence of rehabilitation you would like considered. Evidence of rehabilitation includes, but is not limited to:

- 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.

We do not provide copies of conviction history records to candidates. You do have a right to obtain a copy of these records, to challenge their accuracy and completeness, and to obtain a determination as to the validity of your record before a final determination on your eligibility for employment is made. To get a complete copy of your DOJ record, contact the California DOJ Review Office at (916) 227-3835, or use the forms posted at <http://oag.ca.gov/fingerprints/security>. Instructions and forms needed to get FBI records are posted on the FBI website at <https://www.fbi.gov/how-we-can-help-you/more-fbi-services-and-information/identity-history-summary-checks>. The procedures for obtaining a change, correction, or update to your criminal history record are set forth at Title 28, Code of Federal Regulations (CFR), Section 16.34

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

**Social Security Number:** \_\_\_\_\_ **Date of Birth:** \_\_\_\_\_