



Candidate Notice of Fingerprinting

The City and County of San Francisco Department of Human Resources considers conviction records as a final part of the hiring process. As a candidate for employment with the City and County of San Francisco, an image of your fingerprints will be captured and sent to the California Department of Justice (DOJ) and the Federal Bureau of Investigation (FBI). The resulting report of your conviction history (if any) will be used to determine if a job-related connection exists between your conviction (or arrest, in limited circumstances) history and the specific requirements of the position you are applying for that will disqualify you from consideration.

The Department of Human Resources considers many factors before disqualifying a candidate for a position based on conviction or arrest (in limited circumstances) including:

- The nature and gravity of the offense.
- Job-relatedness of the offense.
- Time elapsed since conviction or release from sentencing. (Note: Convictions of murder, attempted murder, mayhem, an arson-related offense, or a sex offense requiring registry, will be considered regardless of time elapsed since conviction or release from sentencing)
- Frequency of conviction(s).
- Evidence of rehabilitation.

Factors that are not considered in weighing conviction are:

- Arrests that are not pending, unless required by statute.
- Any records which have been erased, expunged or the subject of an executive pardon.
- Any juvenile adjudications of delinquency, any municipal ordinance violations, or any records that have been sealed.

If it is determined, based on your conviction or arrest (in limited circumstances) history, that you are potentially ineligible from employment, you will be contacted by the Department of Human Resources via email. You should be prepared to provide additional information regarding evidence of your rehabilitation. Examples of evidence of rehabilitation include:

- Proof of conviction expungement or pardon.
- Past employer recommendations, especially employment since the conviction.
- Educational attainment or professional training since the conviction.
- 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 who have observed you since your conviction.
- A personal statement, explanation or detailed description of what happened or the circumstances around the event.

Disqualification from one position does not automatically disqualify you from any other position in the City and County of San Francisco. All convictions and applicable arrests are evaluated based on the specific position you are applying for. Disqualification determinations based on conviction history information are appealable to the San Francisco Civil Service Commission. **IMPORTANT NOTE:** San Francisco Civil Service Commission appeals are heard in public session. To that end, your Criminal Offender Record Information will be submitted to the Commission as part of a public document. Civil Service Commission appeals may be filed in writing with the Executive Officer, Civil Service Commission, 25 Van Ness Avenue, Ste. 720, San Francisco, CA, 94102.

To obtain a copy of your California DOJ criminal history record, you must contact the California Department of Justice Review Office at (916) 227-3835 or access the required forms at <http://oag.ca.gov/fingerprints/security>

To obtain a copy of your FBI criminal history record, you must submit a U.S. Department of Justice Certification of Identity Form DOJ-361 or submit a written request letter to the FBI. Please visit the FBI website for further instructions and to access the required form at <http://www.fbi.org/foia/requesting-fbi-records>

Name (Last, First, M.I.): _____

Social Security Number: _____