



ACCESS CRIMINAL HISTORY FOR SCERS EMPLOYMENT POLICY

PURPOSE

This Policy authorizes the Sacramento County Employees' Retirement System (SCERS) to access summary criminal history information prior to employing any person as an important preventive measure for safeguarding confidential information and SCERS' financial and other assets, and maintaining the highest levels of fiduciary responsibility.

POLICY

SCERS is hereby authorized to access local, state and federal summary criminal history information for any person selected for SCERS employment (including volunteers and contract employees), subject to the condition that SCERS shall not disseminate the information to any person or entity (including any private entity) not permitted to access such information by law.

SCERS shall not consider a person who has been convicted of a crime eligible for employment (including volunteers and contract employees); except that such conviction may be disregarded if it is determined that mitigating circumstances exist, or the conviction is not related to the employment in question.

BACKGROUND

Prior to adoption of this Policy, SCERS accessed criminal history information prior to employing a person in an executive staff position. Other SCERS staff positions are filled from County employment lists. Although applicant information may be screened to see if it is consistent with applicant responses, criminal history is generally not accessed for County-approved job candidates.

SCERS' systems and business practices require that many staff members have access to confidential member information including social security numbers, birthdates, home addresses and bank account information. In addition, many SCERS staff members are trusted with handling financial transactions.

Given SCERS' duty to safeguard confidential information and to protect against fraud, the Board determined that criminal history information should be obtained for any person selected for SCERS employment.

California Penal Code Sections 11105(b)(11) and 13300(b)(11) require the governing board of a county or district to specifically authorize access to summary criminal history information for employment purposes.

RESPONSIBILITIES

Executive Owner: Chief Operations Officer

POLICY HISTORY

Date	Description
08-01-2018	Renumbered from 053
01-17-2018	Board amended policy in revised format
06-19-2008	Board adopted policy; Resolution 2008-14