



**CITY AND COUNTY OF SAN FRANCISCO**  
DEPARTMENT OF HUMAN RESOURCES

### **Candidate Notice of Fingerprinting**

The City and County of San Francisco Department of Human Resources considers conviction records as a part of the final 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 nexus 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 in 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)
- Age at the time of the conviction.
- 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 disqualified from employment, you will be contacted by the Department of Human Resources. You should be prepared to provide additional information regarding evidence of your rehabilitation. Examples of evidence of rehabilitation are:

- 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.

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.

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

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