An Employer must perform a written Individualized Assessment considering the responsibilities of the Employment position and the Applicant's Criminal History. If the Assessment effectively links specific aspects of the Criminal History with risks inherent to the job duties, an Employer must:

- provide the Applicant with written notice of the proposed Adverse Action, written assessment, supporting documentation, and the date the Applicant was notified.
- hold the job open for at least five (5) business days after the Applicant has been informed.
- allow the Applicant an opportunity to submit documentation while the job is held open.

As a covered entity under Title II of the Americans with Disabilities Act, the City of Los Angeles does not discriminate on the basis of disability and, upon request, will provide reasonable accommodations to ensure equal access to its programs, services, and activities.

FOR MORE INFORMATION, CONTACT THE OFFICE OF WAGE STANDARDS:
1-844-WAGESLA (924-3752) WAGESLA@LACITY.ORG BCA.LACITY.GOV/FAIR-CHANCE

EXCEPTIONS FROM CERTAIN EMPLOYMENT APPLICATION PROCEDURES MAY APPLY. VISIT OUR WEBSITE FOR MORE INFORMATION.