

City of Los Angeles

CALIFORNIA



ERIC GARCETTI
MAYOR

NOTICE TO APPLICANTS & EMPLOYEES CITY CONTRACTORS' USE OF CRIMINAL HISTORY FOR CONSIDERATION OF EMPLOYMENT APPLICATIONS

This Employer is a contractor (or subcontractor) with the City of Los Angeles. This contract is subject to the City Contractors' Use of Criminal History for Employment Applications (CUCHCEA) (LAAC 10.48).

THESE ARE YOUR RIGHTS...

1. **Employers cannot inquire about or seek information about an Applicant's Criminal History until after a Conditional Offer of Employment has been made to the Applicant*.**
 - ✓ This includes job solicitations and applications or during any conversations or interviews
2. **If an Employer decides to rescind an offer of employment based on information discovered during the criminal background check, the Employer is required to perform an Individualized Assessment.**
 - ✓ Individualized Assessment - a written assessment that effectively links the specific aspects of the Applicant's Criminal History with risks inherent in the duties of the Employment position sought by the Applicant.
 - ✓ If the offer is rescinded, the Applicant must receive:
 - Written notification,
 - Copy of the Individualized Assessment, and
 - Copies of any documentation used in the Employer's decision
3. **The Applicant has the right to the Fair Chance Process.**
 - ✓ The Applicant has the opportunity to provide information or documentation to an Employer regarding the accuracy of their Criminal History or Criminal History Report. Such evidence of rehabilitation or other mitigating factors should be considered in the Employer's assessment.
 - ✓ The Employer is required to hold the job open for at least five (5) business days from the date notification of a proposed adverse action to allow an Applicant to submit such documentation. The Employer is required to review any documentation in order to reassess their decision.

FOR ADDITIONAL INFORMATION OR ASSISTANCE:

City of Los Angeles
Department of Public Works
Office of Contract Compliance
1149 S. Broadway, Suite 300
Los Angeles, CA 90015

Email: bca.eeoe@lacity.org – Fax: (213) 847-2777

*Note: Not all Applicants/Employees are covered under the City Contractors' Use of Criminal History for Employment Applications. Please see ordinance (LAAC 10.48) for more details.