

CITY OF SOLANA BEACH	Policy No. 19
COUNCIL POLICY	Adopted: January 23, 2008 Resolution 2008-24
GENERAL SUBJECT: Citizen Boards, Commissions & Committees	
SPECIFIC SUBJECT: Background check requirement for Citizen Boards, Commission and Committee members.	

PURPOSE:

The purpose of this policy is to establish guidelines for background checks for Citizen Board, Commission and Committee members.

POLICY STATEMENT:

The City requires all employees to undergo background checks to ensure its representatives are lawful and not in potential violation of the public trust or interest. In an effort to ensure public safety, advisory group members who carry out the duties of government shall comply with the background check requirement.

POLICY PROCEDURES:

A background check will be required for all new and current Citizen Board, Commission and Committee members.

- New members shall obtain a background check within 60 days of the Council meeting date which the appointment was made.
- Current members shall obtain a background check within 60 days of the adoption of this policy.
- Members may proceed with their duties, with a background check pending, until the 60 day deadline.

BACKGROUND CHECK PROCESS:

1. Obtain a Department of Justice (DOJ) Livescan background fingerprint form from the City's Human Resources department.
2. Complete the fingerprint form.
3. Schedule an appointment at one of the approved finger printing locations (list provided by the City's Human Resources department).

4. Return original receipt and request for reimbursement form (provided by City Clerks office) to the City Clerk's Office for a maximum reimbursement of \$20.00.

CONFIDENTIALITY:

All background checks will be a private matter, as are employee background checks, and only viewed by Human Resources, the Public Safety Director, and the City Manager. The review of any issues of concern resulting from a background check will be addressed by the Public Safety Director.

NON-COMPLIANCE:

Failure to obtain a background check within the guidelines of this policy will result in the member being dismissed from the commission. Background checks are required of all members of Citizen Boards, Commissions, and Committees.