

HARRIS COUNTY AND HARRIS COUNTY FLOOD CONTROL DISTRICT PRE-EMPLOYMENT BACKGROUND SCREENING POLICY

I. PURPOSE

The purpose of this policy is to safeguard Harris County and Harris County Flood Control District assets, employees, and Harris County citizens. This policy will assure that prospective employees are an asset to the County and citizens rather than a liability. This policy will foster and maintain a program to achieve a drug-free and violence-free workplace. As used herein, the terms "County" or "Harris County" include the Harris County Flood Control District.

II. SCOPE

- A. This policy applies to every applicant that receives a contingent offer of employment from a department under the direction of Commissioners Court, as well as the Harris County Flood Control District, and every applicant that receives a contingent offer of employment who applies to work under an elected or appointed official who chooses to adopt this policy. As used herein, the terms "applicant" mean only those applicants covered by this policy. All applicants who receive an offer of employment must receive a copy of this policy and acknowledge in writing that they have received and read the policy.
- B. Upon receiving a conditional job offer, every applicant, including an applicant for a part-time or seasonal position, is subject to background screening including, but not limited to the categories listed below:
- Consumer Reports, in accordance with Record Pros guidelines
 - Motor Vehicle Reports
 - Information from Record Pros criminal databases
 - Investigative Consumer Reports, as defined by the Fair Credit Reporting Act
 - International Crime Reporting Searches
 - Employment Verification Services
 - Social Security Number Verification
 - Commercial Driver's License Verification Services
- C. Applicants are not accepted for employment until the requesting department receives the results and determines that the applicant is eligible for hire.
- D. All departments under the direction of the Commissioners Court and every elected or appointed official who chooses to adopt this policy must establish internal procedures for meeting the requirements of this policy.

III. CONSENT TO PRE-EMPLOYMENT BACKGROUND SCREENING

Applicants must sign a "Background Check Authorization and Release Form" authorizing the background screening and permitting disclosure of the results. The results will be disclosed to the Director of OHR&RM or to other persons designated to receive such confidential information. All background screening results are protected as confidential under the Public Information Act, Chapter 552 TEX, GOV'T CODE ANN., as amended. Applicants must also sign a Notice and Disclosure Regarding Procurement of Consumer Report. Copies of these forms and a Summary of Your Rights Under the Fair Credit Reporting Act must be given to all applicants post job offer.

IV. CONSEQUENCES OF A FAILED BACKGROUND SCREENING

Harris County or the Harris County Flood Control District reserves the right to conduct background screenings. A disqualifying result or refusal to cooperate with a background screening request may subject the applicant to ineligibility for employment with Harris County or Harris County Flood Control District.

V. CONFIDENTIALITY

- A. All information relating to the background screening is confidential unless disclosure is otherwise required by law, court order, or the applicant's or employee's consent. Disclosure of the results of the background screening to any unauthorized county employee, agent, or person without permission of the person screened is strictly prohibited.
- B. All records of background screenings results are maintained in accordance with all applicable laws and regulations.

VI. EFFECTIVE DATE

This policy and procedures contained herein shall become effective on February 12, 2015.

**HARRIS COUNTY AND HARRIS COUNTY FLOOD CONTROL DISTRICT
PRE-EMPLOYMENT
BACKGROUND SCREENING POLICY**

CERTIFICATE OF RECEIPT

I have received a copy of the Harris County and Harris County Flood Control District Background Screening Policy and understand that this policy applies to me. I further acknowledge that this policy is a term and condition of employment. I understand that if I do not wish to be subject to the policy, I may decline the offer of employment. I also understand that Harris County and Harris County Flood Control District may withdraw the offer of employment if any disqualifying information is found within my background results.

(Departments must retain a copy in the applicant's file)

Print Name of Applicant

Applicant's Signature

Date

Witness



2553 Jackson Keller Suite 200
San Antonio, TX 78230
License #: C-05785
Phone: 888-873-1714
Fax: 210-342-0731
KelmarGlobal.com/RecordPros.net
marie@kelmarglobal.com

BACKGROUND INQUIRY RELEASE

In connection with my application for employment, I understand that an investigative background inquiry is to be made on myself, including, but not limited to, identity and prior address(es) verification, criminal history, driving record, education verification, prior employment verification and/or other references, as well as other information.

I, further understand that for the purposes of this background inquiry, various sources will be contacted to provide information, including but not limited to various Federal, State, County, municipal, corporate, private and other agencies, which may maintain records concerning my past activities relating to my criminal conduct and/or driving record, as well as various other experiences.

I, hereby authorize without reservation any company, agency, party or other source contacted to furnish the above information as requested. I do hereby release, discharge and indemnify the prospective employer, its agents and associates to the full extent permitted by law from any claims, damages, losses, liabilities, cost and expenses arising from the retrieving and reporting of the requested information.

I am willing and acknowledge that a photocopy of this authorization be accepted with the same authority as the original. **PLEASE PRINT CLEARLY & USE YOUR FULL LEGAL NAME.**

Company Name: Harris County Human Resources

Company Address: 1001 Preston Ave. #670 Houston, TX 77002

Applicant Full Legal Name:

Last Name: _____ First Name: _____ MI: _____

Maiden/Alias Names: _____

Social Security Number: _____ Date of Birth: _____

Present Address: _____

City: _____ State: _____ Zip: _____

Driver's License/ID: _____ State: _____

In connection with this request, I _____ hereby release the aforesaid parties from any liability and responsibility for obtaining my credit report.

Sign: _____ Date: _____

Para información en español, visite www.ftc.gov/credit o escriba a la FTC Consumer Response Center, Room 130-A 600 Pennsylvania Ave. N.W., Washington, D.C. 20580.

A Summary of Your Rights Under the Fair Credit Reporting Act

The federal Fair Credit Reporting Act (FCRA) promotes the accuracy, fairness, and privacy of information in the files of consumer reporting agencies. There are many types of consumer reporting agencies, including credit bureaus and specialty agencies (such as agencies that sell information about check writing histories, medical records, and rental history records). Here is a summary of your major rights under the FCRA. For more information, including information about additional rights, go to www.ftc.gov/credit or write to: Consumer Response Center, Room 130-A, Federal Trade Commission, 600 Pennsylvania Ave. N.W., Washington, D.C. 20580.

- **You must be told if information in your file has been used against you.** Anyone who uses a credit report or another type of consumer report to deny your application for credit, insurance, or employment – or to take another adverse action against you – must tell you, and must give you the name, address, and phone number of the agency that provided the information.
- **You have the right to know what is in your file.** You may request and obtain all the information about you in the files of a consumer reporting agency (your “file disclosure”). You will be required to provide proper identification, which may include your Social Security number. In many cases, the disclosure will be free. You are entitled to a free file disclosure if:
 - a person has taken adverse action against you because of information in your credit report;
 - you are the victim of identity theft and place a fraud alert in your file;
 - your file contains inaccurate information as a result of fraud;
 - you are on public assistance;
 - you are unemployed but expect to apply for employment within 60 days.In addition, by September 2005 all consumers will be entitled to one free disclosure every 12 months upon request from each nationwide credit bureau and from nationwide specialty consumer reporting agencies. See www.ftc.gov/credit for additional information.
- **You have the right to ask for a credit score.** Credit scores are numerical summaries of your credit-worthiness based on information from credit bureaus. You may request a credit score from consumer reporting agencies that create scores or distribute scores used in residential real property loans, but you will have to pay for it. In some mortgage transactions, you will receive credit score information for free from the mortgage lender.
- **You have the right to dispute incomplete or inaccurate information.** If you identify information in your file that is incomplete or inaccurate, and report it to the consumer reporting agency, the agency must investigate unless your dispute is frivolous. See www.ftc.gov/credit or an explanation of dispute procedures.
- **Consumer reporting agencies must correct or delete inaccurate, incomplete, or unverifiable information.** Inaccurate, incomplete or unverifiable information must be removed or corrected, usually within 30 days. However, a consumer reporting agency may continue to report information it has verified as accurate.

- **Consumer reporting agencies may not report outdated negative information.** In most cases, a consumer reporting agency may not report negative information that is more than seven years old, or bankruptcies that are more than 10 years old.
- **Access to your file is limited.** A consumer reporting agency may provide information about you only to people with a valid need -- usually to consider an application with a creditor, insurer, employer, landlord, or other business. The FCRA specifies those with a valid need for access.
- **You must give your consent for reports to be provided to employers.** A consumer reporting agency may not give out information about you to your employer, or a potential employer, without your written consent given to the employer. Written consent generally is not required in the trucking industry. For more information, go to www.ftc.gov/credit.
- **You may limit "prescreened" offers of credit and insurance you get based on information in your credit report.** Unsolicited "prescreened" offers for credit and insurance must include a toll-free phone number you can call if you choose to remove your name and address from the lists these offers are based on. You may opt-out with the nationwide credit bureaus at 1-888-5-OPTOUT (1-888-567-8688).
- **You may seek damages from violators.** If a consumer reporting agency, or, in some cases, a user of consumer reports or a furnisher of information to a consumer reporting agency violates the FCRA, you may be able to sue in state or federal court.
- **Identity theft victims and active duty military personnel have additional rights.** For more information, visit www.ftc.gov/credit.

States may enforce the FCRA, and many states have their own consumer reporting laws. In some cases, you may have more rights under state law. For more information, contact your state or local consumer protection agency or your state Attorney General. Federal enforcers are:

| TYPE OF BUSINESS: | CONTACT: |
|---|---|
| Consumer reporting agencies, creditors and others not listed below | Federal Trade Commission: Consumer Response Center - FCRA Washington, DC 20580 1-877-382-4357 |
| National banks, federal branches/agencies of foreign banks (word "National" or Initials "N.A." appear in or after bank's name) | Office of the Comptroller of the Currency Compliance Management, Mail Stop 6-6 Washington, DC 20219 800-613-6743 |
| Federal Reserve System member banks (except national banks, and federal branches/agencies of foreign banks) | Federal Reserve Consumer Help (FRCH) P O Box 1200 Minneapolis, MN 55480 Telephone: 888-851-1920 Website Address: www.federalreserveconsumerhelp.gov Email Address: ConsumerHelp@FederalReserve.gov |
| Savings associations and federally chartered savings banks (word "Federal" or Initials "F.S.B." appear in federal institution's name) | Office of Thrift Supervision Consumer Complaints Washington, DC 20552 800-842-6929 |
| Federal credit unions (words "Federal Credit Union" appear in institution's name) | National Credit Union Administration 1775 Duke Street Alexandria, VA 22314 703-519-4600 |
| State-chartered banks that are not members of the Federal Reserve System | Federal Deposit Insurance Corporation Consumer Response Center, 2345 Grand Avenue, Suite 100 Kansas City, Missouri 64108-2638 1-877-275-3342 |
| Air, surface, or rail common carriers regulated by former Civil Aeronautics Board or Interstate Commerce Commission | Department of Transportation, Office of Financial Management Washington, DC 20590 202-366-1306 |
| Activities subject to the Packers and Stockyards Act, 1921 | Department of Agriculture Office of Deputy Administrator - GIPSA Washington, DC 20250 202-720-7051 |