



Health Services
LOS ANGELES COUNTY

**Los Angeles County
Board of Supervisors**

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DATE: _____

TO: _____

Enter your Last Name, First Name

FROM: **Olive View-UCLA Medical Center**

**NON-COUNTY ASSIGNMENT - BACKGROUND INVESTIGATION AND
MEDICAL EXAMINATION**

This is to advise you that your assignment with the Department of Health Services is contingent upon you passing a Live Scan criminal background investigation and clearance of a health screening.

Once these clearances are obtained, a start date for your assignment will be established.

Acknowledgment:

My signature below certifies that I was advised of and understand the above requirements.

Signature

Date

GK

c: Personnel File

Mitchell H. Katz, M.D.
Director

Hal F. Yee, Jr., M.D., Ph.D.
Chief Medical Officer

Christina R. Ghaly, M.D.
Chief Operations Officer

HUMAN RESOURCES DIVISION
Elizabeth M. Jacobi
Director

5555 Ferguson Drive, Suite 120-27
Commerce, CA 90022

Tel: (323) 869-7133
Fax: (323) 869-0374

www.dhs.lacounty.gov

To ensure access to high-quality, patient-centered, cost-effective health care to Los Angeles County residents through direct services at DHS facilities and through collaboration with community and university partners.

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County of Los Angeles - Department of Health Services
Human Resources

BACKGROUND INVESTIGATION POLICY

As part of its background review, the County of Los Angeles fingerprints all new hires, current County employees who transfer or promote to sensitive positions, and non-County personnel who work in sensitive positions. We receive criminal history information from the State of California Department of Justice (DOJ) Bureau of Criminal Identification and Information and the Federal Bureau of Investigation (FBI).

In addition, the Department of Health Services will not knowingly employ, contract with, retain, or purchase services or products from individuals or entities that are excluded or suspended from participating in federally-funded or State health care programs (e.g., Medicare, Medicaid, or Medi-Cal), nor can we allow staff who opt out of billing Medicare for services to provide services to DHS patients. DHS screens all staff upon hire and monthly against the exclusion/sanction databases as part of the background investigation process.

Failure to disclose criminal history information on the employment application or Information Sheet or willful non-disclosure of information related to exclusion or sanction from participating in federally-funded or State health care programs may constitute grounds for appropriate corrective action, up to and including, discharge or dismissal from County service or assignment.

Please be aware that throughout your employment/assignment with DHS, a criminal conviction, exclusion or suspension from a federally-funded or State health care program or opting out of Medicare will also constitute grounds for appropriate corrective action, up to and including, discharge or dismissal from County service or assignment.

Prospective Workforce Member Signature _____

Print Name _____

Date _____

02/02/16



REQUEST FOR LIVE SCAN SERVICE

Applicant Submission

ORI (Code assigned by DOJ) _____ Authorized Applicant Type _____

Type of License/Certification/Permit OR Working Title (Maximum 30 characters - if assigned by DOJ, use exact title assigned) _____

Contributing Agency Information:

DEPARTMENT OF HEALTH SERVICES		06096
Agency Authorized to Receive Criminal Record Information		Mail Code (five-digit code assigned by DOJ)
5555 FERGUSON DRIVE		GLORIA ALVAREZ
Street Address or P.O. Box		Contact Name (mandatory for all school submissions)
COMMERCE	CA 90022	(323) 869-8242
City	State ZIP Code	Contact Telephone Number

Applicant Information:

Last Name _____		First Name _____	Middle Initial _____	Suff _____
Other Name (AKA or Alias) Last _____		First _____	Suff _____	
Date of Birth _____	Sex <input type="checkbox"/> Male <input type="checkbox"/> Female	Driver's License Number _____		
Height _____	Weight _____	Eye Color _____	Hair Color _____	Billing Number _____
Place of Birth (State or Country) _____		Misc. Number _____		
Social Security Number _____		(Other Identification Number)		
Home Address Street Address or P.O. Box _____		City _____	State _____	ZIP Code _____

Your Number: _____ Level of Service: DOJ FBI
DCA Number (Agency Identifying Number)

If re-submission, list original ATI number: _____
(Must provide proof of rejection) Original ATI Number _____

Employer (Additional response for agencies specified by statute):

Employer Name _____	Mail Code (five digit code assigned by DOJ) _____
Street Address or P.O. Box _____	
City _____ State _____ ZIP Code _____	Telephone Number (optional) _____

Live Scan Transaction Completed By:

Name of Operator _____	Date _____
Transmitting Agency _____ LSID _____	ATI Number _____ Amount Collected/Billed _____



COUNTY OF LOS ANGELES
Candidate Conviction History Questionnaire

Position Applying for: (Exact Title)			
Last Name		First Name	
Other Name(s) Used:		Middle Initial	
Street Address		Apt. No.	Home Telephone Number
City	State	Zip Code	Alternate Telephone Number
E-mail Address			
Social Security Number:		Driver's License Number:	
IMPORTANT: You will be asked to submit a copy of this form each time you are being considered for a position. Please retain a copy for your records.			
CONVICTIONS			
Have you ever been convicted of any crime by any court, including a military court, except as provided in the box below? <input type="checkbox"/> YES <input type="checkbox"/> NO			
If you responded NO , please sign and date the Certification of Applicant below.			
If you responded YES , please read the following information, complete page 2, then sign and date the Certification of Applicant below.			
The following convictions need <u>not</u> be disclosed:			
Judicially Dismissed & Diversion			
A. Any conviction that was judicially dismissed under Penal Code Section 1203.4			
B. Any record regarding a referral to, or participation in, any pre-trial or post-trial diversion program			
C. Any conviction where you have successfully completed a "deferred entry of judgment" program; if you are currently participating in a "deferred entry of judgment" program, you must disclose that conviction			
D. A conviction where the Court has ordered the record sealed or dismissed			
Juvenile Offenses			
Any conviction while a juvenile (under 18 years old), unless the job announcement identifies particular convictions that must be disclosed for that particular classification or position, <i>regardless of age</i> when convicted. However, you must disclose convictions while a juvenile if tried or convicted as an adult.			
Traffic Offenses			
A conviction for a traffic offense that was less than \$390.			
Miscellaneous Offenses			
Any conviction that is more than two years old and is for one of the following violations:			
A. Health & Safety Code Section 11357(b) or (c) (possession of marijuana), or any statutory predecessor to that section			
B. Health & Safety Code Section 11360(c) (transportation of marijuana), or any statutory predecessor to that section			
C. Health & Safety Code Section 11364 (possession of drug paraphernalia), Section 11365 (presence in a place where a controlled substance is being used), and Section 11550 (use of a controlled substance) as they relate to marijuana prior to January 1, 1976, or any statutory predecessors to those sections			
CERTIFICATION OF APPLICANT (please read carefully): I hereby certify that all statements made in this Candidate Conviction History Questionnaire are true and complete to the best of my knowledge. I understand that any false, incomplete or incorrect statement, regardless of when discovered, may result in my disqualification or dismissal from employment with the County of Los Angeles.			
Date: _____		Signature of Candidate: _____	

Please attach additional pages if necessary:

OFFENSE OR CASE NAME <i>(Provide Penal Code or other code section if known)</i>	CONVICTION DATE <i>(on or about)</i>	WHERE VIOLATION OCCURRED <i>(City, County, State)</i>	SENTENCE & STATUS

c: Official Personnel File



CRIMINAL HISTORY DISCLOSURE

FREQUENTLY ASKED QUESTIONS

1. **Q: Why am I being asked to report my conviction history?**

A: Los Angeles County asks about a candidate's conviction history to decide whether it is compatible with the duties of the desired position and it helps the County determine each candidate's qualifications for employment.

2. **Q: What is considered a conviction?**

A: A conviction includes a plea, verdict or other finding of guilt by a court, including a military court, even if no sentence was imposed.

3. **Q: If I have a past conviction, does that automatically prevent County employment?**

A: In most circumstances, a conviction history does not automatically prevent County employment. Whether a conviction will prevent employment in a specific job depends on both the type of conviction and the job for which you applied. For some County jobs, depending on the type of work and the duties of the position, candidates with certain convictions may be prevented from working in those jobs. For example, if you have a DUI conviction you may be disqualified for a position that requires you to drive as part of the job, but that would not prevent you from qualifying for a position that does not require you to drive. However, please note that any candidate for County employment who has been convicted of workers' compensation fraud is barred from employment with the County of Los Angeles (County Code Section 5.12.110).

4. **Q: How does the County determine whether my conviction disqualifies me from the job?**

A: Los Angeles County looks at conviction history on a case-by-case basis and evaluates several factors related to the conviction in determining whether the conviction would prevent someone from being hired. Those factors include, but are not limited to:

 - The nature and seriousness of the offense
 - The degree to which the conviction is related to the duties and responsibilities of the job
 - Age when convicted
 - How long ago was the conviction
 - Evidence of rehabilitation
 - Any other mitigating circumstances

CRIMINAL HISTORY DISCLOSURE

FREQUENTLY ASKED QUESTIONS



5. Q. What convictions must I disclose?
- A. You must disclose all convictions by any criminal or military court, even if pardoned under California Penal Code Section 4852.16. However, there are certain exceptions listed in Question 6 below.

Please Note: Candidates for positions as peace officers or for positions with a criminal justice agency (as defined in Penal Code Section 13101) are subject to different disclosure requirements. If you are a candidate for one of those positions, please consult with the designated Human Resources office.

6. Q. Are there any convictions that I do not need to disclose?
- A. It is not necessary to disclose the following information related to convictions:

Expunged records

It is not necessary to disclose any convictions that was expunged by a valid court order or that was judicially dismissed.

An expungement of records occurs when a court orders the destruction/removal of arrest records or other court proceedings. A Penal Code, 1203.4 / 1203.4 (a) dismissal withdraws a previous verdict or plea of guilt or nolo contendere. The court then dismisses the charges against the person, and the person "shall thereafter be released from all penalties and disabilities resulting from the offense of which he or she was convicted."

Diversion Programs

It is not necessary to disclose information concerning a referral to and/or participation in any pretrial or post-trial diversion program.

A diversion program is a program offered to certain offenders who qualify for participation as an alternative to prosecution. Participants receive coordinated assistance in personal and group counseling, drug and alcohol rehabilitation and other community agencies appropriate to their needs. Examples of this would be alcohol or drug counseling programs, or some other rehabilitative program like anger management counseling for domestic abuse situations.

Juvenile Offenses

It is not necessary to disclose any conviction while a juvenile (under 18 years old), unless the job announcement identifies particular convictions that must be disclosed for that particular classification or position, regardless of age when convicted.

CRIMINAL HISTORY DISCLOSURE

FREQUENTLY ASKED QUESTIONS



Traffic Offenses

It is not necessary to disclose a conviction for a traffic offense that was less than \$390.

Miscellaneous Offenses

It is not necessary to disclose any conviction for one of the following violations that is more than two years old:

- A. Health & Safety Code Section 11357(b) or (c) (possession of marijuana), or any statutory predecessor to that section;
- B. Health & Safety Code Section 11360(c) (transportation of marijuana), or any statutory predecessor to that section;
- C. Health & Safety Code Section 11364 (possession of drug paraphernalia), Section 11365 (presence in a place where a controlled substance is being used), and Section 11550 (use of a controlled substance) as they relate to marijuana prior to January 1, 1976, or any statutory predecessors to those sections.

7. **Q. Does the County do a background check?**

- A. All candidates placed in sensitive positions are fingerprinted and their prints submitted to the California Department of Justice and the Federal Bureau of Investigation. For some County jobs, a more extensive background check may be conducted.

8. **Q. How will the County use my conviction information?**

- A. If you are made a contingent job offer, you will be asked to complete the Candidate Conviction History Questionnaire. As part of the background process, you will also be fingerprinted and your fingerprints will be submitted to the California Department of Justice and the Federal Bureau of Investigation who will provide information about your conviction history.

Once the County receives information about your conviction history, it is reviewed to determine whether the information you provided is consistent with what was obtained from the California Department of Justice and the Federal Bureau of Investigation. The County will also evaluate the information to determine whether there is a connection between any conviction and the job for which you are being considered. Each situation is evaluated on a case-by-case basis to determine if your conviction disqualifies you for the position sought. The factors considered in this evaluation are listed in the response to question 4 above.

CRIMINAL HISTORY DISCLOSURE

FREQUENTLY ASKED QUESTIONS



9. **Q. What is a Live Scan?**
- A. Live Scan is the digitally-scanned fingerprinting process the County uses to obtain your fingerprints. Live Scan allows digitally scanned fingerprints and related information to be submitted electronically to the California Department of Justice and the Federal Bureau of Investigation.
10. **Q. What if I don't disclose a conviction that I am required to report?**
- A. Failure to include convictions on the Candidate Conviction History Questionnaire that you are required to disclose may be considered falsification and may cause the County not to select you for the job. If you are already appointed, failure to disclose convictions may lead to termination of your employment. Depending on the circumstances, it may also result in restrictions on future employment with the County.



**LOS ANGELES COUNTY
DEPARTMENT OF HEALTH SERVICES**

New Hire Promotion Transfer Non-County Staff

INFORMATION SHEET

1. LAST NAME		FIRST NAME		MIDDLE NAME		2a. Social Security Number / /	
3. Other Name(s) Used		4. Circle Marital Status: <input type="checkbox"/> Single <input type="checkbox"/> Married		5. Circle Gender <input type="checkbox"/> Male <input type="checkbox"/> Female		6. Ethnicity	
5a. RESIDENCE-Street and Number				5c. City and Zip Code			
7. Telephone		8. Email Address					
9. Date of Birth		10. In case of emergency, notify:			11. Telephone		
12. Street and Number				13. City, State, Zip Code			
14. Professional or technical Licenses, Certificates Permits, etc.							
6a. Do you have a relative currently employed by the County? Yes <input type="checkbox"/> No <input type="checkbox"/>							
6b. Indicate Name, Relationship and Department Below:							
6c. Have you ever worked previously for the County as an employee or contractor (including independent or agency)? Yes <input type="checkbox"/> No <input type="checkbox"/> If so, provide Employee No, indicate when and for what Department below:							

15. EMPLOYMENT HISTORY:							
Begin with present or last experience					Account for past ten years or past ten employers		
From Mo-Yr	To Mo-Yr	Time In Mos.	Position or Occupation	Duties performed in each employment	Wages or Salary	Name and addresses of all former employers including other County depts. As well as private firms.	Reason for Leaving

If discharged, give detail (Do not provide criminal conviction information):

I CERTIFY THROUGH MY SIGNATURE THAT ALL STATEMENTS MADE HEREIN ARE TRUE AND CORRECT TO THE BEST OF MY KNOWLEDGE AND BELIEF.

PRINT NAME

SIGNATURE

DATE

PERSONNEL USE ONLY

REVISED 6/19/14 ec

If you are selected for County employment and are not a citizen, you will be required to submit Authorization to Work in US verification.

PLEASE PRINT IN INK