

June 29, 2000

Honorable Charles W. Campbell, Jr.
Presiding Judge of the Superior Court
Ventura, County Hall of Justice
800 S. Victoria Avenue, L#2130
Ventura, CA 93009

Honorable Judge Campbell:

This letter is written on behalf of the Chief Administrative Office and Human Resources in response to the Ventura County Grand Jury report entitled "County Pre-employment Background Checks."

Response to Findings:

We concur with all findings listed in the Grand Jury report that are applicable to the Chief Administrative Office and Human Resources.

Responses to Recommendations:

Recommendation #1 - The County should complete its planned policy for conducting pre-employment background checks as quickly as possible.

Response - It is still our intent to develop a County-wide system and policy for conducting pre-employment background checks for all employees. Progress has been delayed due to other budget related issues. It is anticipated that a recommended policy will be presented to the Board of Supervisors in mid-July, 2000.

Recommendation #2 - At a minimum, the policy should include background checks on all prospective management and professional employees, including those persons who are being considered for promotion into those positions. These checks should include identity verification, education (and degrees earned), work history, criminal search and DMV search and can be conducted by outside agencies for about \$100 per employee.

Response - The proposed policy will outline various levels of background checks. The depth and complexity of the investigation will be based on the level of the position. It is anticipated that all perspective employees would undergo a basic criminal background check. A Request for Proposal (RFP) would be distributed to obtain competitive bids for providing this service for the County.

Recommendation #3 - Job announcements and application forms should state that all prospective County employees are subject to a thorough background investigation and will be required to sign a waiver to that effect.

Upon approval of the policy by the Board of Supervisors, Human Resources will include standard language in all job announcements regarding the background check requirement. Individuals will have to sign a waiver to authorize the background check. Satisfactory completion of the background check will be a condition of employment.

Questions regarding information in this letter should be directed to me at 654-2561.

Sincerely,

A handwritten signature in cursive script that reads "Barbara A. Journet". The signature is written in black ink and is positioned to the left of the typed name.

Barbara A. Journet
Director-Human Resources

c: Harry Hufford, Interim Chief Administrative Officer