I. PURPOSE

This Administrative Directive outlines procedures to be followed in conducting background checks for all personnel assigned to cash-handling positions as designated by the Finance Department. Background checks are required for all new hires, transfers, demotions, and promotions into any of these designated positions.

II. POLICY

All employees in full-time and part-time positions designated by the Finance Department as having cash-handling responsibilities will have a background check conducted upon employment, transfer, demotion, promotion, or reclassification into such a position. Interval checks will be conducted throughout the course of employment in a cash-handling position. Any falsification or omission of information by an applicant regarding convictions of felonies or misdemeanors on their Application for Employment constitutes grounds for withdrawal of a job offer.

III. DEFINITIONS

A. **Adverse Offense:** An offense which meets City of San Antonio's specifications for denial of employment in a cash-handling position as specified in Section IV, Subsection B, (4) of this Administrative Directive.

B. **Applicant:** An individual applying for a job vacancy with the City of San Antonio; includes current employees being considered for any cash-handling position.

C. **Background Check:** Information collected on an applicant from the Texas Department of Public Safety.

D. **Cash-Handling Position:** A position whose job responsibilities include receiving, transmitting, safeguarding and/or depositing of cash or cash equivalents.

E. **Consent Form:** A form authorizing the City of San Antonio to obtain information from the Texas Department of Public Safety and the Federal Bureau of Investigation as it relates to the applicant's criminal history record at the time of initial application as well as throughout the course of their employment should the applicant be hired.

F. **Interval Background Check:** A background check that is conducted throughout the course of employment in a cash-handling position.

IV. POLICY GUIDELINES

A. This Administrative Directive applies to all City of San Antonio departments and employees except for employees under collective bargaining agreement.

B. Current Employee Applicants and Applicants in Cash Handling Positions:

1. A background check with results satisfactory to the City of San Antonio is a condition of employment. A background check will be conducted on all new hires, transfers, demotions, promotions, and reclassifications into cash-handling positions, with interval background checks conducted on an on-going basis for those employees in cash-handling positions, with timing determined by the assigned risk factor of the position.

2. The initial background check will consist of a national and local criminal records check and the interval background checks will consist of a local criminal record check.

3. Applicants and employees shall also take all steps necessary for the City of San Antonio to obtain their criminal histories, including requesting that such histories be mailed/transmitted directly to the City of San Antonio.

4. The City of San Antonio shall terminate an existing employee who is in a cash handling position and has an unsatisfactory interval background check, or decline to employ an applicant for a cash-handling position who, within the previous five (5) years, has been convicted of a felony or misdemeanor for theft, burglary, or robbery, or who, within the previous ten (10) years, has been convicted of a felony or misdemeanor for embezzlement.

5. If an applicant or employee believes there is some type of error in the background check, they must submit related information within thirty (30) days of being notified of the adverse offense.

6. Criminal history records will be maintained in a separate file by the Human Resources Department, and will not be communicated to any personnel that are not directly involved in the hiring process. The criminal history records will be destroyed five (5) years after employment separation. For those applicants not selected for employment, the records will be destroyed two (2) years after application date.

C. Applicants for cash-handling positions:

1. A copy of this Administrative Directive will be provided to all applicants who are made a conditional offer for a cash-handling position.

2. Applicants must review and sign a consent form (or any other document necessary to do so) authorizing an initial background check, as well as interval background checks throughout the course of employment in a cash-handling position. The refusal of an applicant to sign a consent form (or any other document necessary to do so) authorizing criminal history background checks will cause all employment processing of that applicant to cease.

3. Employment in a designated cash-handling position will not begin until the Human Resources Department receives and reviews the background check and finds it satisfactory.

4. Subsequent interval checks which are deemed unsatisfactory by the Human Resources Department will result in termination of the employee from the City of San Antonio.

D. Current employees in cash-handling positions:

1. Current employees in cash-handling positions will be provided a copy of this Administrative Directive.

2. Current employees in cash-handling positions must review and sign a consent form (or any other document necessary to do so). Those who refuse to sign a consent form (or any other document necessary to do so) or take all steps necessary for the City to obtain their criminal histories at the time of the initial background check are subject to termination, transfer, or other employment action.

3. In the event of an unsatisfactory initial background check, every effort will be made to find a position for the current employee that does not require cash-handling for up to six (6) months.

4. After the initial background check, subsequent interval checks which are deemed unsatisfactory by the Human Resources Department will result in termination of the employee from the City of San Antonio.

V. RESPONSIBILITIES

A. Finance Department

1. Shall establish a list of cash-handling positions and assign a risk factor to each position. The risk factors are as follows:

   a.) High: deals with cash on a daily basis;
   b.) Medium: deals with cash equivalents; and
   c.) Low: Infrequent users of small amounts of cash.

2. Shall develop an initial database of all cash-handling positions, which includes department, job class, position, and risk factor. This database will be sent to the Human Resources Department to be used for the interval background checks.

3. Shall review the Cash-handling Database Change Form (see Attachment A) submitted by individual departments for approval of the deletion or addition of a position from the master database, and notify the Human Resources Department in writing as to which positions are authorized for addition or deletion from the master database. This list will ultimately designate those employees who will be subject to an interval background check.

B. Human Resources Department

1. Will maintain the central database of all cash-handling positions, but only alter this master database with the written request of the Finance Department.

2. Will identify all cash-handling positions on job announcements, and provide the final selected applicant/employee with a copy of the Administrative Directive and consent form.

3. Will coordinate the initial and interval background checks, and ensure that the criminal history records are not a part of the applicant's file, the employee's personnel file, or communicated to any personnel who are not directly involved in the hiring process.

4. Will maintain all criminal history records and destroy the records five (5) years after employment separation. For those applicants not selected for employment, the records will be destroyed two (2) years after application date.

5. Will review all results of background checks for compliance with Section IV of this Administrative Directive.

6. Will ensure that the provisions of this Administrative Directive are communicated to each department, and made available to other relevant parties upon request.

7. Will withdraw an offer of employment in cases where an applicant's initial background check is unsatisfactory per Section IV, Subsection B, 4 of this Administrative Directive.

C. Departments and Applicants/Employees

1. The Department Director or their designee will complete a Cash-handling Database Change Form for each position that needs to be added or deleted from the database and submit the form to the Finance Department.

2. The Applicant/Employee should read and understand the Administrative Directive as it pertains to the cash-handling position for which they apply or to which they are assigned. The refusal of an Applicant/Employee to sign an acknowledgment form indicating receipt of this directive shall cause processing of that applicant to cease. The Applicant/Employee will provide accurate and true information on their application regarding any adverse offenses.

This directive supersedes all previous correspondence on this subject. Information and/or clarification may be obtained by contacting the Human Resources Department at 207-7294.

Sharon De La Garza, Human Resources Director — Date: 8/1/05

Approved by:

Frances A. Gonzalez, Assistant City Manager — Date: 8-1-05

Approved by:

Melissa Byrne Vossmer, Assistant City Manager — Date: 8-2-05

Approved by:

J. Rolando Bono, City Manager — Date: 8.3.05

CITY OF SAN ANTONIO

EMPLOYEE ACKNOWLEDGMENT FORM
FOR

ADMINISTRATIVE DIRECTIVE 8.2
Criminal History Background Checks for Cash Handling Positions

Employee:

I acknowledge that on _____, 20____, I received a copy of Administrative Directive 8.2, Criminal History Background Checks for Cash Handling Positions. I understand if I should have any questions I should contact my Human Resources Generalist.

_____	_____
Employee Name (Print)	Department
_____	_____
Employee Signature	SAP ID #

CITY OF SAN ANTONIO

CASH HANDLING DATABASE CHANGE FORM

Instructions: This worksheet is to be used by individual Departments to inform the Finance Department of any additions, deletions or changes to the existing database of Cash Handling Positions. This information is critical to maintaining an accurate database so please submit on a timely basis.

1. **Job Class Number:** Identify the Job Class Number for this position
2. **SAP Position Number:** Identify the unique SAP Position Number for this position
3. **Job Title:** List the Job Title for this position
4. **Position Type:** Identify whether the position is full time (FT) or a part time (PT)
5. **Status:** Identify whether the position is currently filled or vacant
6. **SAP Personnel Number:** If the position is currently filled, identify the current Employee's unique SAP Personnel Number
7. **Last Name:** If the position is currently filled, identify the current Employee's last name
8. **First Name:** If the position is currently filled, identify the current Employee's first name
9. **Authorizations:** Identify the various types of cash for which the Employee would be authorized to handle such as cash, checks, money orders, petty cash, etc.
10. **Cash Handled Annually:** Estimate the total amount of cash this individual would handle on an annual basis
11. **Type of Responsibility:** Identify if the individual is primarily responsible for the cash handling or if he/she serves only as a back-up
12. **Frequency:** Indicate how often the individual handles cash (daily, weekly or monthly)
13. **Risk Factor: Will be assigned by the Finance Department**

1	2	3	4	5	6	7	8	9	10	11	12	13
Job Class Number	**SAP Position Number**	**Job Title**	**Position Type**	**Status**	**SAP Personnel Number**	**Last Name**	**First Name**	**Authorizations**	**Cash Handled Annually**	**Type of Responsibility**	**Frequency**	**Risk Factor**
Sample Information:												
0892	*0001*	*Fiscal Officer*	*FT*	*Filled*	*123456*	*Smith*	*John*	*Authorized for all types*	*$ 125,000*	*Primary*	*Daily*	
0009	*0010*	*Sr. Office Assistant*	*PT*	*Vacant*	*n/a*	*n/a*	*n/a*	*Petty Cash*	*$ 150*	*Backup*	*Daily*	
Note: insert additional rows as required												

Department: _____ **Completed By:** _____ **Date:** _____

Upon completion, please email this form directly to Lena Ellis, Assistant Finance Director, Finance Department.

For Finance Use Only: Forwarded to Employee & Organizational Division - HR Division By: ***Date:***

Fin./AD 8.2 - Attachment A
(07/2005)