



City of Medford  
Administrative Regulation

Regulation No.: 02-5  
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Subject Area: Human Resources  
Date of Issue: October 8, 2002  
Supersedes: new

Title: Review of Criminal History Record of Prospective Employees

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This regulation is intended to protect public health and safety and to minimize the City's liability exposure. It is to be read in conjunction with Administrative Regulation 02-2 regarding review of motor vehicle record of prospective employees.

***Policy***

The City will engage in a check of a prospective employee's criminal history as part of its background investigation early in the hiring process. No person with an unacceptable record will be hired by the City.

Background Check

1. An applicant for a position will be asked to indicate whether he/she has been convicted of a crime.
2. The City's Human Resources Department will perform a criminal history check through the offices of the Oregon State Police with the understanding that the prospective employee is given written notice of said request, and that the OSP will not deliver to the City an individual's record for at least 14 days following notice to the prospective employee.
3. The City's Human Resources Department will also obtain a criminal history record through a commercial background-checking vendor for any prospective new hire who has lived outside the state of Oregon within the previous ten (10) years.
4. An applicant with any of the following convictions will be disqualified from any position with the City:
  - a. Murder
  - b. Manslaughter
  - c. Criminally negligent homicide
  - d. Assault
  - e. Menacing
  - f. Kidnapping
  - g. Rape
  - h. Sodomy

- i. Sexual penetration with a foreign object
- j. Sexual abuse
- k. Contributing to the sexual delinquency of a minor
- l. Using a child in display of sexually explicit conduct, or
- m. Any other felony or misdemeanor involving moral turpitude within the last 10 years.

Conditional Job Offer

1. Background checks as described herein will normally be conducted after a prospective employee has been identified by the hiring department but before any post-employment offer pre-employment medical/physical/psychological evaluation conducted as part of the pre-employment hiring process.
2. Pending receipt of the applicant's criminal history and driving record, the City may employ individuals with the understanding that they may be dismissed without cause during the employee's probationary period, or during any temporary, seasonal or limited term employment status.
3. Failure to report a criminal conviction on the employment application shall constitute sufficient grounds for immediate dismissal from employment.

*Approved:*

/s/ Michael Dyal  
**Michael Dyal, City Manager**

10/8/02  
**Date**