City of Needles, California
Request for City Council Action

☒ CITY COUNCIL ☐ NPUA ☐ SARDA ☒ Regular ☐ Special

Meeting Date: September 10, 2019

Title: Background Checks for Employees That Handle Cash

Background: In today's world, many of the headlines we read about are about employees committing fraudulent and wrongful acts of embezzlement, theft, etc.

The Finance Department would like to implement a new policy for all newly hired employees that are hired to cash-handling positions. These positions are mostly, but not limited to the Finance and Business Office positions. This policy would require a pre-employment background check to help ensure the employee does not have a criminal background specifically related to fraud, embezzlement, theft, etc. It would require a consent form be signed by the employee before this background check can be completed. The prospective employee would have to pay approximately $100 for their fingerprints to be taken at the Sheriff's office to begin the process. This fee would be reimbursed to the employee if they are hired.

Fiscal Impact: Under $100 per background check

Recommendation: **Authorize implementation of new policy for pre-employment background checks of prospective employees of cash-handling positions.**

Submitted By: Sylvia Miledi, Finance Director

City Management Review: Rick **Date:** 9/3/19

Approved: ☐ Not Approved: ☐ Tabled: ☐ Other: ☐

Agenda Item: 16