

DENVER BOARD OF WATER COMMISSIONERS

Meeting Date: March 26, 2014

Board Item: II-C-1

**Personnel Policy Change**  
**Use of Criminal Background Checks in the Hiring Process**

Action by Consent

Action

Information

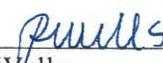
Changes to state law limit a public employer's ability to use information about a job applicant's criminal history at the application stage of the hiring process. (§ 24-5-101, C.R.S.) The statute also sets forth criteria a public employer must use to assess the relatedness of a candidate's criminal history to the position offered. To comply with state law, these proposed changes to § 4-4-2 of the *Personnel Policies* clarify that criminal background information will not be used to screen applicants during the application process. Denver Water will continue its current practice of conducting a multi-state criminal background check after making a conditional job offer to a candidate, and, after applying the proper analysis, may use that information to withdraw a job offer.

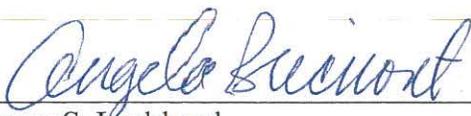
Recommendation:

It is recommended that the Board approved the proposed changes to § 4-4-(2) of the *Personnel Policies*.

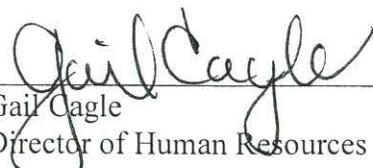
**Approvals:**

Respectfully submitted,

  
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Patricia Wells  
General Counsel

  
\_\_\_\_\_  
James S. Lochhead  
CEO/Manager

for

  
\_\_\_\_\_  
Gail Cagle  
Director of Human Resources