

## MANDATORY DISCLOSURE OF CRIMINAL CONVICTIONS

Applicants must disclose and provide a detailed explanation of the circumstances for **all felony convictions** and **all misdemeanor convictions since the age of 18**. Applicants need not disclose information regarding arrests or detentions that did not result in a conviction; marijuana convictions (except for convictions for the possession of marijuana on school grounds or possession of concentrated cannabis) that are more than two years old; convictions that have been dismissed pursuant to Penal Code §1203.4a; nor information regarding participation in any pretrial or post-trial diversion programs.

Not all convictions are a bar to employment. Each conviction will be evaluated based on various factors, which include the nature and circumstances of the conviction, the length of time since the conviction, and the position for which the applicant has applied.

Failure to list **all felony criminal convictions** and **all misdemeanor convictions since the age of 18** on the Employment Application shall result in mandatory disqualification of applicants and shall subject employees to immediate discharge.

To assist you in ensuring that you have listed all reportable criminal convictions, you may wish to obtain a copy of your criminal record from the California Department of Justice and from any other states in which you have criminal convictions.

The self-help center website of the California Courts can help you determine how to get a copy of your California criminal record. It can also assist you in determining if your prior California criminal conviction(s) are eligible for dismissal.

<http://www.courtinfo.ca.gov/selfhelp//other/crimlawclean.htm>

The website listed above will only help you with convictions that occurred in California. For convictions that occurred out of state, you will need to check with the courts in the states in which the convictions occurred.

If you have convictions that meet the reporting criteria please provide the following information:

1. A statement in your own words of exactly what happened;
2. The date(s) of the offence(s);
3. The penal code section(s) violated;
4. The sentence;
5. The disposition of the case;
6. Explanation of any mitigating circumstances;
7. Is there a dismissal in effect? If so please provide a copy of the dismissal.\*
8. Any other information that would assist us in evaluating your conviction(s).

\*Even if your conviction(s) are dismissed, you **MUST** still list them if they meet the criteria in the first paragraph. Indicate **CONVICTION DISMISSED** as part of your response to the questions above. You will be treated as if you were not convicted of the crime(s) that were dismissed.

If you have any questions regarding the criminal conviction reporting requirements, please contact the Human Resources Department at 408-321-5575 for further information.