Date: March 19, 2013
To: All City Attorney Volunteers
From: Cristina Sarabia, Human Resources Director
Los Angeles City Attorney’s Office
Subject: Office Policy Regarding Criminal Charges

As a Criminal Justice Agency, the City Attorney’s Office is authorized to receive information relative to employees’ criminal prosecutions and/or convictions.

Employees must immediately notify Cristina Sarabia, Human Resources Director, when misdemeanor or felony charges have been filed against them. Failure to do so may result in dismissal from their position.

Since this office is considered a Criminal Justice Agency, employees are required to inform the City Attorney when either:

   a) they are the subject of any criminal prosecution; or,

   b) they are convicted of any crime.

Such information should be communicated to Cristina Sarabia, Human Resources Director, in writing. Ms. Sarabia can be contacted at (213) 978-7160, if there are any questions regarding this policy.

I have received, reviewed and understand the memorandum regarding the Office Policy Regarding Criminal Charges.

_________________________________________  ______________________________________
Signature                                      Date

_____________________________________
Print Name
Date: March 19, 2013
To: All City Attorney Volunteers
From: Cristina Sarabia, Human Resources Director
Los Angeles City Attorney's Office
Subject: Office Policy Regarding Criminal Charges

As a Criminal Justice Agency, the City Attorney's Office is authorized to receive information relative to employees' criminal prosecutions and/or convictions.

Employees must immediately notify Cristina Sarabia, Human Resources Director, when misdemeanor or felony charges have been filed against them. Failure to do so may result in dismissal from their position.

Since this office is considered a Criminal Justice Agency, employees are required to inform the City Attorney when either:

a) they are the subject of any criminal prosecution; or,
b) they are convicted of any crime.

Such information should be communicated to Cristina Sarabia, Human Resources Director, in writing. Ms. Sarabia can be contacted at (213) 978-7160, if there are any questions regarding this policy.
MEMO

Date: July 1, 2013
To: All City Attorney Volunteers
From: Cristina Sarabia, Human Resources Director
Los Angeles City Attorney's Office
Subject: Pre-Employment Investigation

The Los Angeles City Attorney's Office conducts pre-employment investigations on all of its employees, volunteers, clinical interns, Youth Services Workers and Summer Youth Employment Program workers. Please provide the following information to assist us in expediting your application:

Name: ________________________________
(Please Print)

Date of Birth: __________________________

Driver License No.: ________________________

Social Security No.: _______ - _______ - _______

1 Be advised that the certification that you have executed on your “Application for Employment,” provides that you certify that the responses you have provided to the questions and statements on your application are true, correct and without omissions. You have authorized the Office of the City Attorney to determine your qualifications for employment. You have agreed to release the Office of the City Attorney and your former employers, and all others from any liability for damages which may result from such investigation. Be advised that pursuant to the terms of California Penal Code Section 1203.4(a), you are required to disclose any arrest and/or conviction information in response to any direct question contained in any questionnaire or application when applying for “public office,” such as any position with the Office of the City Attorney. This requirement applies to criminal conduct that occurred while you were either an adult or a juvenile. Moreover, you are additionally required to disclose any expungement or sealing of a record (be it for an arrest, or for a conviction, or for a plea of no contest and whether it was for conduct that occurred while you were an adult or a juvenile). This is because, as a criminal justice agency, the Office of the City Attorney is legally entitled to make inquiries regarding any arrests that you may have sustained. Be further advised that you must successfully complete a fingerprint examination as part of the City’s background check. If, upon investigation, anything contained in your application for employment is found to be untrue, you understand that you will be subject to immediate dismissal at any time during the period of employment.

☐ I have read and understand the terms and conditions stated above.  _______   _______  
Initials   Date
MEMO

Date: July 1, 2013
To: All City Attorney Volunteers
From: Cristina Sarabia, Human Resources Director
       Los Angeles City Attorney’s Office
Subject: Background Authorization

The undersigned hereby authorizes Cristina Sarabia, Wanda Hudson, Diana Madrazo, Alma Zavaleta, David Villegas or Stephanie Ybarra to inspect, examine and review any, and all employment records, reports or information, including criminal records, educational records and reports as necessary to assist in establishing qualifications for employment in this office.¹

Copies of this Authorization are valid and effective and may be used in place of the original.

__________________________________________________________  __________________________
Signature                                                    Date

Print name

¹Be advised that the certification that you have executed on your “Application for Employment,” provides that you certify that the responses you have provided to the questions and statements on your application are true, correct and without omissions. You have authorized the Office of the City Attorney to determine your qualifications for employment. You have agreed to release the Office of the City Attorney and your former employers, and all others from any liability for damages which may result from such investigation. Be advised that pursuant to the terms of California Penal Code Section 1203.4(a), you are required to disclose any arrest and/or conviction information in response to any direct question contained in any questionnaire or application when applying for “public office,” such as any position with the Office of the City Attorney. This requirement applies to criminal conduct that occurred while you were either an adult or a juvenile. Moreover, you are additionally required to disclose any expungement or sealing of a record (be it for an arrest, or for a conviction, or for a plea of no contest and whether it was for conduct that occurred while you were an adult or a juvenile). This is because, as a criminal justice agency, the Office of the City Attorney is legally entitled to make inquiries regarding any arrests that you may have sustained. Be further advised that you must successfully complete a fingerprint examination as part of the City’s background check. If, upon investigation, anything contained in your application for employment is found to be untrue, you understand that you will be subject to immediate dismissal at any time during the period of employment.

☐ I have read and understand the terms and conditions stated above. ___________________  ___________________  Initials  Date
Date: March 19, 2013
To: All City Attorney Volunteers
From: Cristina Sarabia, Human Resources Director
Los Angeles City Attorney’s Office
Subject: Equal Employment Opportunity Policy

The City Attorney’s Office has a strong commitment to our Equal Employment Opportunity policy. No act of sexual or any other form of harassment, or sexual orientation discrimination or other discriminatory conduct will be tolerated in this Office. If any person in this Office believes that this policy has been violated, you are hereby advised to contact our Equal Employment Opportunity Coordinator, Cristina Sarabia at (213) 978-7160, as soon as possible.

Attached are materials regarding these policies.

I have received and reviewed the materials on sexual harassment, sexual orientation and discrimination.

________________________  ________________________
Signature                     Date

________________________
Print name
Date: March 19, 2013
To: All City Attorney Volunteers
From: Cristina Sarabia, Human Resources Director
       Los Angeles City Attorney’s Office
Subject: Equal Employment Opportunity Policy

The City Attorney’s Office has a strong commitment to our Equal Employment Opportunity policy. No act of sexual or any other form of harassment, or sexual orientation discrimination or other discriminatory conduct will be tolerated in this Office. If any person in this Office believes that this policy has been violated, you are hereby advised to contact our Equal Employment Opportunity Coordinator, Cristina Sarabia (213) 978-7160, as soon as possible.

Attached are materials regarding these policies.