

An Employer dedicated to assisting with the challenges of employment after incarceration.

The Program

The objective of the Alameda County Re-Entry Pilot Program is to assist formerly incarcerated individuals who may qualify for County employment.

The Re-Entry Pilot Program's intent is to provide formerly incarcerated individuals a fair and impartial opportunity to compete for Alameda County employment. The Human Resource Services Department (HRSD) administers an equal opportunity employment process which includes formerly incarcerated persons.

The Purpose

The County of Alameda desires to assist qualified individuals with criminal histories by affording them an opportunity to equally compete for public employment and thereby assist them in reentering society.

The County's process is designed to provide previously incarcerated individuals an opportunity to provide any *mitigating* factor information, such as evidence of rehabilitation. These factors are often times overlooked in affording individuals an unbiased chance to compete for employment. As a result, they may be unfairly precluded from employment, which can have a detrimental impact upon them and their communities.

The Process

- Applicant submits the application.
- Human Resources Analysts verify applicants meets the minimum qualifications.
- Qualifying candidates who participate and pass the examination/interview process will be given a **Conviction History Form (CHF) to complete and return within three days to the Human Resource Services Evaluation Unit for review.**
- Those candidates passing the examination and interview process are placed on an eligible list and are notified of score and rank. Human Resource Services Certification Unit notifies the top five ranked scorers.
- Agencies/Departments with vacancies interview the top five ranked scorers.
- Agencies/Departments will proceed with the Department of Justice (DOJ) background investigation process of selected candidate(s).
- HRSD receives Department of Justice results and Evaluation Unit reviews and evaluates results. The Evaluation Unit determines if the conviction is relevant to the functions/duties of the position.
- During the application process, should issues and/or concerns arise, the Evaluation Analyst will have explicit discussions with the applicant/candidate to resolve matters.
- Notification to Agency/Department to be determined depending on the CHF results.

Frequently Asked Questions

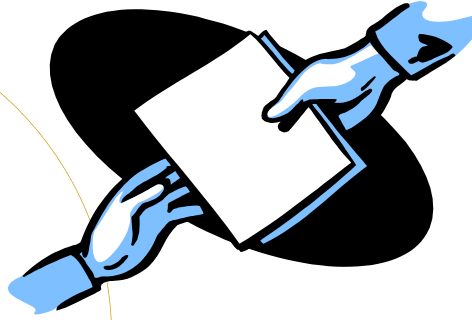
- 1. Why am I being asked for information about my arrest and conviction history?**
State and local law require the County of Alameda to consider each applicant's arrest and conviction history in determining that person's qualifications for employment. For some County positions, state or federal law may also require a background check.
- 2. How will the County use my arrest and conviction information?**
During the hiring process, the County will review your Criminal History Form. It will also verify the information on the form by taking and sending your fingerprints to the Department of Justice for background information.
- 3. Does this process apply to all positions in Alameda County?**
If you have applied for a job where certain convictions preclude employment, the County will conduct its review at an earlier stage in the hiring process. If the County determines that you have a disqualifying conviction, then it will not consider you further for that job and you will be notified in writing of the details. If you have applied for a job where there is no conviction that would automatically bar employment, the County will not review or consider your arrest and conviction history unless you become a finalist for the job.
- 4. What if I do not disclose an arrest or conviction that is required?**
Failure to reveal an arrest or conviction that must be disclosed may cause the County not to select you for the job, or, if you are already appointed, may lead to termination of your employment. Depending on the circumstances, it may also result in restrictions on future employment with the County.
- 5. Who will have access to my criminal history information?**
The County limits disclosure of your arrest and conviction history to a "need to know basis".

RE-ENTRY PILOT PROGRAM

Formerly incarcerated individuals face tremendous challenges as they seek to put aside their past and become productive members of society.

Studies demonstrate that a great many of those who have been previously incarcerated experience a serious reduction in stable employment and reasonable wages throughout their lifetime.

The Alameda County Human Resource Services Department has developed an effective re-entry process to successfully support formerly incarcerated individuals by developing a fair and stable recruitment environment. Our hope is that this program will ultimately aid in the prevention of recidivism and help prevent individuals from experiencing lifelong discrimination for past felony convictions.



ALAMEDA COUNTY

RE-ENTRY PILOT PROGRAM (FOR FORMERLY INCARCERATED INDIVIDUALS)

ALAMEDA COUNTY

Human Resource Services Department
Lakeside Plaza Building
1405 Lakeside Drive
Oakland, CA 94612-4305
Phone: 510-272-6471
TDD: 510-272-3703
Fax: 510-272-6424
E-mail: www.acgov.org



The County of Alameda seeks to assist the successful integration of formerly incarcerated individuals into the community after their rehabilitation and release from incarceration.


**Alameda County Human Resource Services
Department**

Human Resource Services Department