

# INSTRUCTIONS (PLEASE READ)

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1. Print the Harris County and Harris County Flood Control District Pre-Employment Background Authorization Package
2. Allow the applicant to review and fill out all applicable areas of the documents
3. Make sure to check to verify that all areas have been filled in correctly
4. Requestor must upload the signed documents listed below onto the applicant's Record Pros Order.
  - *Certificate of Receipt*
  - *Record Pros Background Inquiry Release*
  - *Notice and Disclosure (FCRA)*
  - *Disclosure Regarding Background Investigation*
5. The Harris County and Harris County Flood Control District Pre-Employment Background Screening Policy and the Summary of Rights under the Fair Credit Reporting Act should be given to the applicant for his/her records

## **HARRIS COUNTY AND HARRIS COUNTY FLOOD CONTROL DISTRICT PRE-EMPLOYMENT BACKGROUND SCREENING POLICY**

### **I. PURPOSE**

The purpose of this policy is to safeguard Harris County and Harris County Flood Control District assets, employees, and Harris County citizens. This policy will assure that prospective employees are an asset to the County and citizens rather than a liability. This policy will foster and maintain a program to achieve a drug-free and violence-free workplace. As used herein, the terms "County" or "Harris County" include the Harris County Flood Control District.

### **II. SCOPE**

- A. This policy applies to every applicant that receives a contingent offer of employment from a department under the direction of Commissioners Court, as well as the Harris County Flood Control District, and every applicant that receives a contingent offer of employment who applies to work under an elected or appointed official who chooses to adopt this policy. As used herein, the terms "applicant" mean only those applicants covered by this policy. All applicants who receive an offer of employment must receive a copy of this policy and acknowledge in writing that they have received and read the policy.
- B. Upon receiving a conditional job offer, every applicant, including an applicant for a part-time or seasonal position, is subject to background screening including, but not limited to the categories listed below:
- Consumer Reports, in accordance with Record Pros guidelines
  - Motor Vehicle Reports
  - Information from Record Pros criminal databases
  - Investigative Consumer Reports, as defined by the Fair Credit Reporting Act
  - International Crime Reporting Searches
  - Employment Verification Services
  - Social Security Number Verification
  - Commercial Driver's License Verification Services
- C. Applicants are not accepted for employment until the requesting department receives the results and determines that the applicant is eligible for hire.
- D. All departments under the direction of the Commissioners Court and every elected or appointed official who chooses to adopt this policy must establish internal procedures for meeting the requirements of this policy.

### **III. CONSENT TO PRE-EMPLOYMENT BACKGROUND SCREENING**

Applicants must sign a "Background Check Authorization and Release Form" authorizing the background screening and permitting disclosure of the results. The results will be disclosed to the Director of OHR&RM or to other persons designated to receive such confidential information. All background screening results are protected as confidential under the Public Information Act, Chapter 552 TEX, GOV'T CODE ANN., as amended. Applicants must also sign a Notice and Disclosure Regarding Procurement of Consumer Report. Copies of these forms and a Summary of Your Rights Under the Fair Credit Reporting Act must be given to all applicants post job offer.

### **IV. CONSEQUENCES OF A FAILED BACKGROUND SCREENING**

Harris County or the Harris County Flood Control District reserves the right to conduct background screenings. A disqualifying result or refusal to cooperate with a background screening request may subject the applicant to ineligibility for employment with Harris County or Harris County Flood Control District.

### **V. CONFIDENTIALITY**

- A. All information relating to the background screening is confidential unless disclosure is otherwise required by law, court order, or the applicant's or employee's consent. Disclosure of the results of the background screening to any unauthorized county employee, agent, or person without permission of the person screened is strictly prohibited.
- B. All records of background screenings results are maintained in accordance with all applicable laws and regulations.

### **VI. EFFECTIVE DATE**

This policy and procedures contained herein shall become effective on February 12, 2015.

**HARRIS COUNTY AND HARRIS COUNTY FLOOD CONTROL DISTRICT  
PRE-EMPLOYMENT  
BACKGROUND SCREENING POLICY**

**CERTIFICATE OF RECEIPT**

I have received a copy of the Harris County and Harris County Flood Control District Background Screening Policy and understand that this policy applies to me. I further acknowledge that this policy is a term and condition of employment. I understand that if I do not wish to be subject to the policy, I may decline the offer of employment. I also understand that Harris County and Harris County Flood Control District may withdraw the offer of employment if any disqualifying information is found within my background results.

(Departments must retain a copy in the applicant's file)

\_\_\_\_\_  
Print Name of Applicant

\_\_\_\_\_  
Applicant's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Witness



2553 Jackson Keller Suite 200
San Antonio, TX 78230
Phone: 888-873-1714
Toll-Free Fax: 1-844-255-4087
www.RecordPros.net
Release@RecordPros.net

BACKGROUND INQUIRY RELEASE

In connection with my application for employment/residency, I understand that an investigative background inquiry is to made on myself, including, but not limited to, identity and prior address(es) verification, criminal history, driving record, consumer credit history, education verification, prior employment verification and other references, as well as other information.

I, further understand that for the purposes of this background inquiry, various sources will be contacted to provide information, including but not limited to various Federal, State, County, municipal, corporate, private and other agencies, which may maintain records concerning my past activities relating to my criminal conduct, civil court litigation, driving record, and credit performance, as well as various other experiences.

I, hereby authorize without reservation any company, agency, party or other source contacted to furnish the above information as requested. I do hereby release, discharge and indemnify the prospective employer/landlord, it's agents and associates to the full extent permitted by law from any claims, damages, losses, liabilities, cost and expenses arising from the retrieving and reporting of the requested information.

I am willing and acknowledge that a photocopy of this authorization be accepted with the same authority as the original. PLEASE PRINT CLEARLY & USE YOUR FULL LEGAL NAME.

Company Name: \_\_\_\_\_

Company Address: \_\_\_\_\_

Applicant Full Legal Name:

Last Name: \_\_\_\_\_ First Name: \_\_\_\_\_ MI: \_\_\_\_\_

Maiden/Alias Names: \_\_\_\_\_

Social Security Number: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

Present Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Driver's License/ID: \_\_\_\_\_ State: \_\_\_\_\_

In connection with this request, I \_\_\_\_\_ hereby release the aforesaid parties from any liability and responsibility for obtaining my credit report.

Sign: \_\_\_\_\_ Date: \_\_\_\_\_

NOTICE AND DISCLOSURE

REGARDING PROCUREMENT OF A CONSUMER REPORT

In connection with your application for employment, we may procure a consumer report on you as part of the process of considering your candidacy as an employee. In the event that information from the report is utilized in whole or in part in making an adverse decision with regard to your potential employment, before making the adverse decision, we will provide you with a copy of the consumer report and a description in writing of your rights under the law.

Please be advised that we may also obtain an investigative report including information as to your character, general reputation, personal characteristics, and mode of living. This information may be obtained by contacting your previous employers or references supplied by you. Please be advised that you have the right to request, in writing, within a reasonable time, that we make a complete and accurate disclosure of the nature and scope of the information requested. Such disclosure will be made to you within 5 days of the date on which we receive the request from you or within 5 days of the time the report was first requested.

You are further advised that if Harris County hires you, it may request a consumer report or an investigative report about you for employment-related purposes during the course of your employment. The scope of this investigation will be the same as the scope of a pre-employment investigation, and the nature of such an investigation will be your continuing suitability for employment, or whether you possess the minimum qualifications necessary for promotion or transfer to another position.

*By your signature below you (1) hereby acknowledge that you were given a copy of the "Summary of Rights under the Fair Credit Reporting Act" and (2) authorize Harris County to obtain a consumer report about you in order to consider you for employment and, if hired, for employment-related purposes during the course of your employment.*

**California Resident Notice**

APPLICANT MUST COMPLETE ONE OF THE FOLLOWING

**Option #1**

I certify that I am not an applicant applying to work in California or a resident of California.

**Option #2**

I certify that I am an applicant applying to work in California or a resident of California.

**New York Resident Notice**

APPLICANT MUST COMPLETE ONE OF THE FOLLOWING

**Option #1**

I certify that I am not an applicant applying to work in New York or a resident of New York.

**Option #2**

I certify that I am an applicant applying to work in New York or a resident of New York.

This report will processed by:

Record Pros  
2553 Jackson Keller Suite 200  
San Antonio, TX 78230  
Phone: 1-888-873-1714  
Fax: 1-844-255-4087

APPLICANT SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_

Current Address \_\_\_\_\_ City & State \_\_\_\_\_ Zip Code \_\_\_\_\_

Give copy with Summary of Rights to applicant. Department must retain a copy in applicant's file.

**DISCLOSURE REGARDING BACKGROUND INVESTIGATION**

[IMPORTANT – PLEASE READ CAREFULLY BEFORE SIGNING ACKNOWLEDGEMENT]

Harris County HR (“the Company”) may obtain information about you for employment purposes from the following consumer reporting agency (“the Agency”). Record Pros, 2553 Jackson Keller #200, San Antonio, TX 78230, Phone: 210-342-0509 / 888-873-1714, Fax: 210-342-0731, or from another outside organization. The Agency’s privacy policy can be found at <http://www.recordpros.net>.

Thus, you may be the subject of a “consumer report” and/or “investigate consumer report” which may include information about your character, general reputation, personal characteristics, and/or mode of living. These reports may be obtained at any time after receipt of your authorization and, if you are hired, throughout your employment. These reports may include, but are not limited to, checks regarding your criminal history, social security trace, employment and education reference, driving history, professional licenses and credentials. Credit history will be requested only in accordance with applicable law. These reports may contain information regarding your use of social media, and other publicly accessible information. Social media includes, but is not limited to, social networking websites (i.e., Facebook and others), professional networking websites (i.e., LinkedIn and others), blogs, and other online media.

You have the right, upon written request made within a reasonable time after receipt of this notice to ask the Company to disclose the nature and scope of any consumer report. You also may request a copy of that report from the Company. If anyone other than the Agency furnishes an investigative consumer report, the Company will provide relevant contact information within five business days of your request. An “investigate consumer report” is a background report that includes information from personal interviews (except in California, where that term includes background reports with or without personal interviews). Please be advised that the nature and scope of the most common form of investigative consumer report obtained with regard to applicants for employment is an investigation into your education and/or employment history conducted by the Agency via interviews with past employers, neighbors, friends or associates. The scope of this disclosure and the authorization is all-encompassing, however, allowing the Company to obtain from any outside organization all manner of consumer reports and investigative consumer reports now and, if you are hired, throughout the course of your employment to the extent permitted by law. As a result, you should carefully consider whether to exercise your right to request disclosure of the nature and scope of any investigative consumer report.

**Maine, Massachusetts, and New Jersey applicants or employees only:**

You have the right to inspect and promptly receive a copy of any investigative consumer report requested by the Company by contacting the consumer reporting agency identified above directly.

**Minnesota applicants or employees only:**

You have the right, upon written request to the Agency, to receive a complete and accurate disclosure of the nature and scope of any consumer report. The Agency must make this disclosure within five days of receipt of your request or of the Company’s request for the report, whichever is later.

**New York applicants or employees only:**

You have the right to request whether the Company requested a consumer report and, if so, the Company will give you the name and address of the report’s provider if other than the Agency.

**California, Minnesota and Oklahoma applicants or employees only:**

Please check this box if you would like to receive from the Agency a copy of any report furnished by the Agency to the Company pursuant to your authorization below.

**Washington applicants or employees only:**

The Company will provide the disclosure described above concerning its procurement of an investigative consumer report either five days after receiving your request or after requesting the investigative consumer report, whichever is later. You have the right to ask the Company to provide you with a summary of your rights under the Washington Fair Credit Reporting Act.

I acknowledge receipt of this Disclosure and certify that I have read and understand this document.

Signature \_\_\_\_\_ Date: \_\_\_\_\_

Para información en español, visite [www.consumerfinance.gov/learnmore](http://www.consumerfinance.gov/learnmore) o escribe al Consumer Financial Protection Bureau, 1700 G Street N.W., Washington, DC 20552.

## A Summary of Your Rights Under the Fair Credit Reporting Act

The federal Fair Credit Reporting Act (FCRA) promotes the accuracy, fairness, and privacy of information in the files of consumer reporting agencies. There are many types of consumer reporting agencies, including credit bureaus and specialty agencies (such as agencies that sell information about check writing histories, medical records, and rental history records). Here is a summary of your major rights under the FCRA. **For more information, including information about additional rights, go to [www.consumerfinance.gov/learnmore](http://www.consumerfinance.gov/learnmore) or write to: Consumer Financial Protection Bureau, 1700 G Street N.W., Washington, DC 20552.**

- **You must be told if information in your file has been used against you.** Anyone who uses a credit report or another type of consumer report to deny your application for credit, insurance, or employment – or to take another adverse action against you – must tell you, and must give you the name, address, and phone number of the agency that provided the information.
- **You have the right to know what is in your file.** You may request and obtain all the information about you in the files of a consumer reporting agency (your “file disclosure”). You will be required to provide proper identification, which may include your Social Security number. In many cases, the disclosure will be free. You are entitled to a free file disclosure if:
  - a person has taken adverse action against you because of information in your credit report;
  - you are the victim of identity theft and place a fraud alert in your file;
  - your file contains inaccurate information as a result of fraud;
  - you are on public assistance;
  - you are unemployed but expect to apply for employment within 60 days.

In addition, all consumers are entitled to one free disclosure every 12 months upon request from each nationwide credit bureau and from nationwide specialty consumer reporting agencies. See [www.consumerfinance.gov/learnmore](http://www.consumerfinance.gov/learnmore) for additional information.

- **You have the right to ask for a credit score.** Credit scores are numerical summaries of your credit-worthiness based on information from credit bureaus. You may request a credit score from consumer reporting agencies that create scores or distribute scores used in residential real property loans, but you will have to pay for it. In some mortgage transactions, you will receive credit score information for free from the mortgage lender.
- **You have the right to dispute incomplete or inaccurate information.** If you identify information in your file that is incomplete or inaccurate, and report it to the consumer reporting agency, the agency must investigate unless your dispute is frivolous. See [www.consumerfinance.gov/learnmore](http://www.consumerfinance.gov/learnmore) for an explanation of dispute procedures.



- **Consumer reporting agencies must correct or delete inaccurate, incomplete, or unverifiable information.** Inaccurate, incomplete or unverifiable information must be removed or corrected, usually within 30 days. However, a consumer reporting agency may continue to report information it has verified as accurate.
- **Consumer reporting agencies may not report outdated negative information.** In most cases, a consumer reporting agency may not report negative information that is more than seven years old, or bankruptcies that are more than 10 years old.
- **Access to your file is limited.** A consumer reporting agency may provide information about you only to people with a valid need -- usually to consider an application with a creditor, insurer, employer, landlord, or other business. The FCRA specifies those with a valid need for access.
- **You must give your consent for reports to be provided to employers.** A consumer reporting agency may not give out information about you to your employer, or a potential employer, without your written consent given to the employer. Written consent generally is not required in the trucking industry. For more information, go to [www.consumerfinance.gov/learnmore](http://www.consumerfinance.gov/learnmore).
- **You may limit “prescreened” offers of credit and insurance you get based on information in your credit report.** Unsolicited “prescreened” offers for credit and insurance must include a toll-free phone number you can call if you choose to remove your name and address from the lists these offers are based on. You may opt out with the nationwide credit bureaus at 1-888-5-OPTOUT (1-888-567-8688).
- **You may seek damages from violators.** If a consumer reporting agency, or, in some cases, a user of consumer reports or a furnisher of information to a consumer reporting agency violates the FCRA, you may be able to sue in state or federal court.
- **Identity theft victims and active duty military personnel have additional rights.** For more information, visit [www.consumerfinance.gov/learnmore](http://www.consumerfinance.gov/learnmore).

**States may enforce the FCRA, and many states have their own consumer reporting laws. In some cases, you may have more rights under state law. For more information, contact your state or local consumer protection agency or your state Attorney General. For information about your federal rights, contact:**

TYPE OF BUSINESS:	CONTACT:
1.a. Banks, savings associations, and credit unions with total assets of over \$10 billion and their affiliates	a. Consumer Financial Protection Bureau 1700 G. Street N.W. Washington, DC 20552
b. Such affiliates that are not banks, savings associations, or credit unions also should list,	b. Federal Trade Commission: Consumer Response Center – FCRA

in addition to the CFPB:	Washington, DC 20580 (877) 382-4357
2. To the extent not included in item 1 above:	
a. National banks, federal savings associations, and federal branches and federal agencies of foreign banks	a. Office of the Comptroller of the Currency Customer Assistance Group 1301 McKinney Street, Suite 3450 Houston, TX 77010-9050
b. State member banks, branches and agencies of foreign banks (other than federal branches, federal agencies, and Insured State Branches of Foreign Banks), commercial lending companies owned or controlled by foreign banks, and organizations operating under section 25 or 25A of the Federal Reserve Act	b. Federal Reserve Consumer Help Center P.O. Box. 1200 Minneapolis, MN 55480
c. Nonmember Insured Banks, Insured State Branches of Foreign Banks, and insured state savings associations	c. FDIC Consumer Response Center 1100 Walnut Street, Box #11 Kansas City, MO 64106
d. Federal Credit Unions	d. National Credit Union Administration Office of Consumer Protection (OCP) Division of Consumer Compliance and Outreach (DCCO) 1775 Duke Street Alexandria, VA 22314
3. Air carriers	Asst. General Counsel for Aviation Enforcement & Proceedings Aviation Consumer Protection Division Department of Transportation 1200 New Jersey Avenue, S.E. Washington, DC 20423
4. Creditors Subject to the Surface Transportation Board	Office of Proceedings, Surface Transportation Board Department of Transportation 395 E Street, S.W. Washington, DC 20423
5. Creditors Subject to the Packers and Stockyards Act, 1921	Nearest Packers and Stockyards Administration area supervisor
6. Small Business Investment Companies	Associate Deputy Administrator for Capital Access United States Small Business Administration 409 Third Street, S.W., 8 <sup>th</sup> Floor Washington, DC 20549
7. Brokers and Dealers	Securities and Exchange Commission 100 F Street, N.E.

	Washington, DC 20549
8. Federal Land Banks, Federal Lank Bank Associations, Federal Intermediate Credit Banks, and Production Credit Associations	Farm Credit Administration 1501 Farm Credit Drive McLean, VA 22102-5090
9. Retailers, Finance Companies, and All Other Creditors Not Listed Above	FTC Regional Office for region in which the creditor operates <u>or</u> Federal Trade Commission: Consumer Response Center – FCRA Washington, DC 20580 (877) 382-4357