

CPRB Procedure: Criminal History Check

Staff shall begin a new process of conducting a criminal history check for CPRB applicants, consistent with Level Three of SPD Procedure 1000, Recruitment and Selection.

Set up Steps:

- Inform current CPRB members of this change, and request that they submit to a background investigation, or, that they resign from service.
- Inform current CPRB applicants of this change, and request that they submit to a background investigation, or, that they withdraw their application.
- Add to the City website that applicants are subject to a background investigation.
- Have a Ride Along Application become Step One of the application process.
- Confirm a waiver acknowledgement statement is included in the application documents.
- Inform the Boards and Commissions Appointments Committee of the change.

Our investigation will involve:

- Adding these questions to the CPRB application:
 - Have you ever been arrested? If yes, please list date, charge(s), disposition, and state of occurrence:
 - Have you ever been convicted of a crime? If yes, please list the charges:
 - Have you ever been the subject of an emergency protective order or restraining order? If yes, please explain the circumstances:
 - Are you currently on any type of supervised release, such as probation, parole, or pre-trial supervision? If yes, please list and explain:
 - Have you ever had your driver's license suspended or revoked? If yes, please list dates and reason:
 - Do you have any pending court cases, including civil matters? If yes, please explain:
 - Do you currently live with anyone on supervision by the courts, such as probation, parole, pre-trial supervision, electronic monitoring, diversion, etc.? If yes, please list name, types of charges, dates, and your relationship.
- Reasons staff would provide a Do Not Appoint recommendation would include:
 - Violent felony convictions at any time in the person's history,
 - Being under investigation for a crime or has a criminal case pending,
 - Any misdemeanor conviction within the last 3 years, and
 - Other criminal history that gives reasonable concerns about the safety of others.

Future Considerations:

- Timeline for reapplication consideration