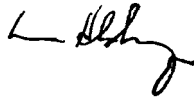


1 CITY OF SANTA FE, NEW MEXICO

2 RESOLUTION NO. 2008-27

3 INTRODUCED BY:

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10 A RESOLUTION

11 DIRECTING THE CITY MANAGER TO EXPAND THE EXISTING PROGRAM
12 PROVIDING FOR EMPLOYEE BACKGROUND CHECKS.

13
14 WHEREAS, the City of Santa Fe has approximately 1700 employees; and

15 WHEREAS, many of these employees are employed in areas where they interact with
16 the public; perform financial transactions; drive a vehicle; or are involved in other activities that
17 affect the health, safety, and welfare of the people of Santa Fe; and

18 WHEREAS, sound business practices dictate that the city be informed of the background
19 of employees before they are hired, in order to correctly match prospective employees with
20 appropriate jobs and to provide a high level of protection and safety to the public; and

21 WHEREAS, many employees drive vehicles as part of their work for the City of Santa
22 Fe; and

23 WHEREAS, the City has a duty to insure the public that city employees driving vehicles
24 are doing so in a safe and legal manner; and

25 WHEREAS, to help insure that city employees are driving safely and legally, the City

1 needs to periodically review the driving records of its employees on a regular basis; and

2 **WHEREAS**, currently, the city conducts background checks on new employees only
3 when it is mandated by state or federal law or for those working with senior citizens and children
4 and youth and conducts regular, periodic driving record reviews only in specific circumstances.

5 **NOW, THEREFORE, BE IT RESOLVED BY THE GOVERNING BODY OF THE**
6 **CITY OF SANTA FE** that the governing body directs the City Manager to expand current
7 background checks to include, but not be limited to, the following:

8 1. A policy of checking the criminal and motor vehicle records of any potential new
9 employee.

10 2. A policy ensuring that the City's hiring practices are consistent with the Criminal
11 Offender Employment Act.

12 3. A policy ensuring that no new employee shall be hired until the background
13 checks mandated by this resolution are performed and that employee has completely and
14 correctly answered all questions on his or her employment application.

15 4. A policy of annually reviewing the motor vehicle records of all employees who
16 drive a vehicle as part of their job duties for the City.

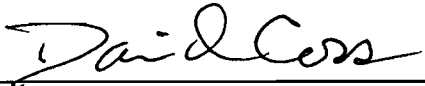
17 5. A policy about how an employee's motor vehicle record might affect their
18 employment with the City, and a plan for promulgating that policy to the employees.

19 6. The City administration should work in concert with all City unions in the
20 development and promulgation of these policies.

21 7. The City Manager shall bring the proposed policies through the committee review
22 process for a public hearing and approval by the Governing Body.

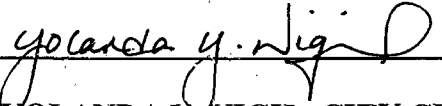
23 **PASSED, APPROVED and ADOPTED this 27th day of February, 2008.**

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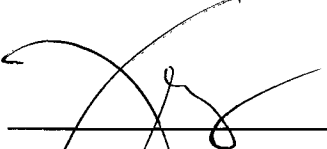
DAVID COSS, MAYOR

ATTEST:



YOLANDA Y. VIGIL, CITY CLERK

APPROVED AS TO FORM:



FRANK D. KATZ, CITY ATTORNEY