

ALAMEDA-CONTRA COSTA TRANSIT DISTRICT



STAFF REPORT

MEETING DATE: 1/13/2021

Staff Report No. 21-019

TO: AC Transit Board of Directors
FROM: Jill A. Sprague, General Counsel
SUBJECT: Board Policy 202 - Background Investigations

ACTION ITEM

RECOMMENDED ACTION(S):

Consider approving amendments to Board Policy 202 - Background Investigations.

STRATEGIC IMPORTANCE:

Goal - Safe and Secure Operations

The policy safeguards the District's customers and employees and protects the District's assets.

BUDGETARY/FISCAL IMPACT:

There is no budgetary or fiscal impact associated with this report.

BACKGROUND/RATIONALE:

Board Policy 202 was adopted June 8, 2016. It authorized the General Manager to obtain summary criminal information on job applicants and implement a regulation to secure the confidentiality of the information gathered. The policy also expanded background investigations to include key positions with information technology and financial responsibilities as identified in the 2013 Financial Management Oversight (FMO) audit and required that new employees, as well as employees promoted into these key positions, be subject to credit checks.

The amendments proposed in this report are to update the policy, including updated formatting, organization, terminology and definitions, as well as the removal of definitions not used in the Policy.

ADVANTAGES/DISADVANTAGES:

The advantage of amending Board Policy 202 is to bring the policy up to date. There are no disadvantages to updating the policy.

ALTERNATIVES ANALYSIS:

There are no alternatives recommended.

PRIOR RELEVANT BOARD ACTION/POLICIES:

Board Policy 202 (previously 118)

ATTACHMENTS:

1. Board Policy 202 with proposed amendments

Prepared by:

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Approved/Reviewed by:

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Linda A. Nemeroff, District Secretary