

Member Background Checks (City Secretary Processes) and Qualifications Considerations in Appointments

**Administrative Ad Hoc Committee Briefing
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Presentation Overview

- Purpose
- Current Process
- Questions



Purpose

To provide the Committee an overview of Board and Commission background checks:

- Obligations
- Residency
- Criminal History



Current Process

- Current board application via NEOGOV required for all nominees (currently reviewing different program)
- Nominating memo with application submitted to the City Secretary's Office indicating:
 - board
 - position, if At-Large (Full Council) board
 - special qualification, if required for the b/c
- Conflict/Background checks conducted:
 - City Secretary's Office – ethics/elections/attendance
 - City Attorney's Office – conflicts of interest/pending litigation
 - City Manager's Office – indebtedness (obligations)
 - QuickSearch – criminal background check



Current Process (continued)

Obligations

- City Manager's Office – indebtedness
 - Dallas County Tax Office
 - Dallas Water Utilities/Special Collections
 - Department of Transportation
 - Court & Detention Services
 - Dallas Public Library
- Nominee given opportunity to correct issue(s)
- Nominating Councilmember notified of any issue(s)



Current Process (continued)

Residency

SEC. 8-1.4. QUALIFICATION CONSIDERATIONS IN APPOINTMENTS TO BOARDS.

(a) In addition to the qualifications for service on a board that are mandated by the city charter or other ordinances, an appointee to a board must:

- (1) have been a resident of the city for at least six months prior to the date of appointment;
- (2) be a qualified voter in the city at the time of appointment;



Current Process (continued)

Criminal History

Sec. 8-1.4 (a)(3) In addition to the qualifications for service on a board that are mandated by the city charter or other ordinances, an appointee to a board must: have no criminal record that is considered by the city council to be so serious that it should serve as a disqualification;

- QuickSearch - Package is “Best Practice” – going back a minimum of 7 yrs.
 - County Criminal searches for both Felony and Misdemeanors
 - Federal District search for all Federal Districts lived in
 - National Criminal Database including Texas DPS search
 - 50-State Sex Offender search
 - Primary names, applicable AKA’s/maiden/previous name search

7



Current Process (continued)

Criminal History (continued)

- Nominee completes authorization via web (QuickSearch)
 - Nominee enters own profile data
- Verification
 - Nominee's authorization provided to CSO
- Results provided directly to applicant and CSO
 - Applicant deals directly with QuickSearch to address discrepancies
 - Account cleared only by QuickSearch
 - No individual representing the City may clear discrepancies
 - Secondary searches incur additional cost (if contested)

8



Current Process (continued)

Criminal History (continued)

Sec. 8-1.4 (a)(8)) In addition to the qualifications for service on a board that are mandated by the city charter or other ordinances, an appointee to a board must: not have been finally convicted of two or more felony offenses for which the person has not been pardoned or otherwise released from the resulting disabilities.

Sec. 8-1.4 (f) The city secretary shall inform the city council if any person nominated for appointment to a board has been convicted of a misdemeanor offense, other than a traffic violation, in the last five years or of any felony offense.

- CSO Notification Process (Criminal History Found)
 - Council member notified within 2 days
 - Council member speak with nominee and obtain details to present in closed session (no QuickSearch representative attending)

Qualification Considerations in Appointments

Chapter 8 of the Dallas City Code:

- Resident of Dallas for 6 months
- Qualified voter at time of appointment
- Have no criminal record considered by the City Council to be so serious that it should be a disqualification
- Not finally convicted of 2 felonies
- Generally, not be an adversary party to pending litigation against the city
- Not be in arrears on any city taxes, water service charges or other obligations owed the city

Members must maintain all qualifications required for appointment to the board during the entire period of service

10



Questions

11

