

\_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Dear Applicant,

After a criminal background check was performed, \_\_\_\_\_ is considering rescinding our offer of employment for the position of \_\_\_\_\_. See the attached copy of the Individualized Assessment for a more detailed explanation.

As required by the City of Los Angeles' Fair Chance Initiative for Hiring Ordinance (FCIHO) ( LAAC 10.48 / LAMC 189.00), we are providing you with copies of the following documentation:

- 1) Written Notice to rescind offer of employment (this letter)
- 2) Individualized Assessment, AND
- 3) Any documentation used to make this decision (e.g. Criminal History, Criminal History Report, Criminal reference, etc.)

You have \_\_\_\_\_ business days\* from the receipt of this notice to provide information or documentation regarding the accuracy of your Criminal History or Criminal History Report, including but not limited to, evidence of rehabilitation or errors in the Criminal History Report. If we receive your information during this time period, **we are required** to reassess your application. You will be notified of our final decision and provide you with a copy of our written reassessment. If we do not hear from you within this time period, this decision will be final.

If you have any questions/concerns about this notification or the FCIHO, please contact:

City of Los Angeles  
Department of Public Works  
Office of Wage Standards  
1149 S. Broadway Street, 3rd Floor  
Los Angeles, CA 90015  
Phone: (844) 924-3752  
wagesla@lacity.org

Sincerely,

Employer Information

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\*Must be at least five (5) business days

City of Los Angeles  
CALIFORNIA



ERIC GARCETTI  
MAYOR

NOTICE TO APPLICANTS & EMPLOYEES  
FAIR CHANCE INITIATIVE FOR HIRING ORDINANCE

This Employer is subject to the Fair Chance Initiative for Hiring Ordinance (FCIHO) (LAMC 189.00).

THESE ARE YOUR RIGHTS...

1. Employers cannot Inquire about or seek Information about an Applicant's Criminal History until after a Conditional Offer of Employment has been made to the Applicant\* .
  - .r This includes job solicitations and applications or during any conversations or interviews
2. If an Employer decides to rescind an offer of employment based on information discovered during the criminal background check, the Employer is required to perform an Individualized Assessment.
  - .r Individualized Assessment - a written assessment that effectively links the specific aspects of the Applicant's Criminal History with risks inherent in the duties of the Employment position sought by the Applicant.
  - .r If the offer is rescinded, the Applicant must receive:
    - o Written notification
    - o Copy of the Individualized Assessment, and
    - o Copies of any documentation used in the Employer's decision
3. The Applicant has the right to the Fair Chance Process.
  - .r The Applicant has the opportunity to provide information or documentation to an Employer regarding the accuracy of his/her Criminal History or Criminal History Report or that should be considered in the Employer's assessment, such as evidence of rehabilitation or other mitigating factors.
  - .r The Employer is required to hold the job open for at least five (5) days from the date notification of a rescinded offer of employment to allow an Applicant to submit such documentation, and, the Employer is required to review any documentation in order to reassess their decision.

FOR ADDITIONAL INFORMATION OR ASSISTANCE, CALL:

City of Los Angeles  
Department of Public  
Works Office of Contract  
Compliance

1149 S. Broadway Street, Suite  
300 Los Angeles, CA 90015

Phone: (844) WagesLA - Email: WagesLA@lacty.org

Form FCIHO, Rev. 1/2018. Not all Applicants/Employees are covered under the FCIHO. Please see ordinance (LAMC 189.00) for more details.

City of Los Angeles  
CALIFORNIA



ERIC GARCETTI  
MAYOR

AVISO PARA SOLICITANTES Y EMPLEADOS ORDENANZA  
DE LA INICIATIVA DE OPORTUNIDAD JUSTA PARA LA  
CONTRATACION

Este empleador esta sujeto a la Ordenanza de la Iniciativa de Oportunidad Justa Para la Contratación (Fair Chance Initiative for Hiring Ordinance) (FCIHO) (LAMC 189.00).

ESTOS SON SUS DERECHOS...

1. Los empleadores no deben preguntar al solicitante sobre los antecedentes penales hasta despues de que se le ha dado al solicitante una oferta condicional de empleo.

../ Esto incluye solicitudes y solicitudes de empleo o durante cualquier tipo de conversaciones o entrevistas

2. Si el empleador decide revocar la oferta de empleo como resultado de la Investigación de antecedentes, el empleador esta obligado a realizar una evaluación individualizada .

./ Evaluación Individualizada - Un analisis por escrito de las funciones y responsabilidades del trabajo, los antecedentes penales del solicitante, y cualquier otro factores que pueden afectar a la decisión de contratación.

./ Si se retiró la oferta, el solicitante debe recibir: o

Un aviso por escrito

o Una copia de la evaluación individual, y

o Copias de todos los documentos que el empleador utilizó a llegar a la decisión

3. El solicitante tiene el derecho al proceso de la Oportunidad Justa.

../ El solicitante tiene cinco (5) días desde la fecha cuando recibió el aviso de retiro de oferta para juntar y entregar documentos que muestra la prueba de rehabilitación y/o errores en la investigación de antecedentes. Se requiere que los empleadores examinen cualquier documentación presentada para reexaminar su decisión.

PARA MAS INFORMACION O ASISTENCIA, PUEDE LLAMAR A:

City of Los Angeles  
Department of Public  
Works Office of Contract  
Compliance

1149 S. Broadway Street, Suite  
300 Los Angeles, CA 90015

Telefono: (213) 847-2625 - Email: [WagesLA@lactty.org](mailto:WagesLA@lactty.org)

\*La nota: No todos los solicitantes/empleados estan cubierto bajo el FCIHO. Consulte con la ordenanza (LAMC 189.00) para mas detalles.

**City of Los Angeles**  
CALIFORNIA



ERIC GARCETTI  
MAYOR

**NOTICE TO APPLICANTS & EMPLOYEES  
FAIR CHANCE INITIATIVE FOR HIRING ORDINANCE**

This Employer is a contractor (or subcontractor) with the City of Los Angeles. This contract is subject to the Fair Chance Initiative for Hiring Ordinance (FCIHO) (LAAC 10.48).

THESE ARE YOUR RIGHTS...

1. Employers cannot inquire about or seek information about an Applicant's Criminal History until after a Conditional Offer of Employment has been made to the Applicant\* .

../ This includes job solicitations and applications or during any conversations or interviews

2. If an Employer decides to rescind an offer of employment based on information discovered during the criminal background check, the Employer is required to perform an Individualized Assessment.

../ Individualized Assessment - a written assessment that effectively links the specific aspects of the Applicant's Criminal History with risks inherent in the duties of the Employment position sought by the Applicant.

../ If the offer is rescinded, the Applicant must receive:

- o Written notification
- o Copy of the Individualized Assessment, and
- o Copies of any documentation used in the Employer's decision

3. The Applicant has the right to the Fair Chance Process•

../ The Applicant has the opportunity to provide information or documentation to an Employer regarding the accuracy of his/her Criminal History or Criminal History Report or that should be considered in the Employer's assessment, such as evidence of rehabilitation or other mitigating factors.

../ The Employer is required to hold the job open for at least five (5) days from the date notification of a rescinded offer of employment to allow an Applicant to submit such documentation, and, the Employer is required to review any documentation in order to reassess their decision.

FOR ADDITIONAL INFORMATION OR ASSISTANCE, CALL:

City of Los Angeles Department  
of Public Works Office of  
Contract Compliance  
1149 S. Broadway Street, Suite 300  
Los Angeles, CA 90015  
Phone: (213) 647-2625 - Fax: (213) 847-2777

\*Note: Not all Applicants/Employees are covered under the FCIHO. Please see ordinance (LAAC 10.48) for more details.

City of Los Angeles  
CALIFORNIA



ERIC GARCETTI  
MAYOR

AVISO PARA SOLICITANTES Y EMPLEADOS  
ORDENANZA DE LA INICIATIVA DE OPORTUNIDAD JUSTA PARA LA  
CONTRATACION

Este empleador tiene contrato con la Ciudad de Los Angeles. Este contrato esta sujeto a la Ordenanza de la Iniciativa de Oportunidad Justa Para la Contratación (Fair Chance Initiative for Hiring Ordinance).

ESTOS SON SUS DERECHOS ...

1. Los empleadores no deben preguntar al solicitante sobre los antecedentes penales hasta despues de que se le ha dado al sollicitante una oferta condicional de empleo.
  - ./ Esto incluye solicitudes y solicitudes de empleo o durante cualquier tipo de conversaciones o entrevistas
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  - ./ Si se retiró la oferta, el solicitante debe recibir: o
    - o Un aviso por escrito
    - o Una copia de la evaluación individual, y
    - o Copias de todos los documentos que el empleador utilizó a llegar a la decisión
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Contract Compliance  
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Telefono: (213) 847-2625 -Fax: (213) 847-2777