



Health Services
LOS ANGELES COUNTY

February 13, 2009

**Los Angeles County
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*To improve health
through leadership,
service and education.*

TO: To All DHS Employees

FROM: John F. Schunhoff, Ph.D.
Interim Director

SUBJECT: **REQUIREMENTS FOR IN-PROCESSING ALL PERSONNEL
THROUGH HUMAN RESOURCES DIVISION**

This memorandum serves to reiterate the requirement for all Department of Health Services (DHS) Workforce Members to be in-processed through Human Resources Division (HR) when beginning employment or assignment with DHS. Workforce members include County employees, candidates for employment, contractors, volunteers, students, and other non-County personnel.

On November 10, 1998, the Board of Supervisors adopted a resolution providing for the access of criminal history information (background checks) for employment in sensitive positions. All positions within DHS have been deemed sensitive. Therefore, all employees, non-County personnel, students and volunteers in DHS must be live scanned and cleared by DHS Human Resources **before** beginning work or assignment, or effecting promotions or transfers.

Workforce members who do not clear Live Scan and complete in-processing through Human Resources will not receive a photo identification card (badge), and will not be permitted to work. In accordance with DHS Policy 940, badges must be prominently displayed at all times while on County premises.

Failure to comply with this directive will result in disciplinary action up to and including discharge.

AM:klw/ks

c: Facility Personnel Services Offices



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