

Please forward this response to Ms. Harrow.
Thank you

Ms. Harrow:

If the city determines the position meets the background-check-criteria of fiscal responsibility, the city will consider the request for a background check. It is recommended that a check only be conducted on the finalist. Regarding cost, if the applicant has resided in Texas for the past 10 years, the cost is \$3. If the applicant has resided outside of Texas at any point in the last 10 years, the cost is approximately \$48 due to the need for fingerprints. Regarding the results, name-based checks are complete in a few days. A finger-print check is complete in about 10 days, usually less. The result that will be conveyed is simply "successful" or "unsuccessful". Further questions can be directed to Roberta Byram, Employment Services Manager, at 512-974-3423.

Thank you!

From: Harriett
Sent: Tuesday, August 06, 2013 1:20 PM
To: Romero, Sabine
Subject: Criminal background checks (ICRC)

Sabine,

As you may know, ICRC is receiving applications for 2 jobs we've posted. At this week's meeting we'll be narrowing the pool of applicants for the Executive Director position.

Question: what would it cost us if we decided to have criminal background checks run on top applicants? Is there a difference in cost if a candidate resides in Texas, as opposed to another state? Also, how long does it typically take to get the results of such a check?

Thank you in advance for your response. I just thought this info might be good for Commissioners to know.

Harriett Harrow
Commissioner, ICRC

PS I am happy to direct questions to John Steiner. Should I be including him in an email like this?