

**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\*.**
  - 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  - If the offer is rescinded, the Applicant must receive:
    - Written notification
    - Copy of the Individualized Assessment, and
    - 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) business days from the date notification of a proposed adverse action 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@lacity.org](mailto:WagesLA@lacity.org)**

\*Note: Not all Applicants/Employees are covered under the FCIHO. Please see ordinance (LAMC 189.00) for more details.  
Form FCIHO