

*City of Alexandria, Virginia*

---

**MEMORANDUM**

DATE: APRIL 22, 2008

TO: THE HONORABLE MAYOR AND MEMBERS OF CITY COUNCIL

FROM: JAMES K. HARTMANN, CITY MANAGER

SUBJECT: BUDGET MEMO #112: COST OF HAVING *JobLink* PERFORM  
CRIMINAL BACKGROUND CHECKS FOR CANDIDATES  
RECOMMENDED TO FILL VACANT CITY AND/OR QUASI CITY (I.E.,  
ACVA) AGENCY VACANCIES

---

This memorandum is in response to Councilman's Gaines inquiry about the cost of having *JobLink* perform criminal background checks for *JobLink* candidates recommended to fill vacant City and/or quasi City agency vacancies.

There are several private sector agencies that provide this service for fees that average from \$15 to \$50 per candidate. During FY2007, eight (8) *JobLink* clients obtained employment with the City and/or quasi City agencies. This does not include the number of candidates referred for these positions or referred to other openings with these agencies. *JobLink* does not track the number of clients referred for particular positions. Criminal background checks are only obtained for individuals selected for employment.

Several City departments and/or quasi City agencies (Police, Human Services, Finance, MHMRS, Health, The Center for Alexandria's Children, etc.) as a regular course of business require criminal background checks as a condition of hiring for some positions. Historically, costs associated with background checks are covered by the employer. Many positions do not require any criminal background checks. If criminal background checks were requested for each of the eight clients that obtained employment, at the maximum rate this would cost \$400 using private sector agencies.