



City of Needles, California Request for City Council Action

☐ CITY COUNCIL ☐ NPUA ☐ SARDA ☒ HACN ☒ Regular ☐ Special

Meeting Date: September 27, 2023

Title: Background Checks for all employees assigned to the Housing Authority of the City of Needles. (HACN)

Background: This policy will help protect the City of Needles from possible lawsuits that could occur, due to employees having access to a master key to all housing units within the HACN.

The city should be able to prove "due diligence" with a background check on employees that have access to a master key. Employees can enter occupied and non-occupied units as needed and/or requested, for repairs and inspections. The city should be aware, if a prospective employee has a violent or criminal background, prior to hiring them into a position with this high level of responsibility.

Fiscal Impact: Under \$100 per background check, paid from HACN budgeted funds.

Recommendation: Authorize implementation of new policy for pre-employment background checks, of prospective employees in the position of Maintenance Construction Worker, assigned to the Housing Authority of the City of Needles.

Submitted By: Angelica Deermer, Housing Authority Manager

City Management Review: 

Date: 9/6/23

Approved: ☐

Not Approved: ☐

Tabled: ☐

Other: ☐

Agenda Item: 2