

GOVERNMENT OF THE DISTRICT OF COLUMBIA
D.C. Department of Human Resources

District Personnel Manual Issuance System

E-DPM Instruction No. 4-24

This E-DPM instruction may be accessed electronically at www.dchr.dc.gov, by clicking on the "District Personnel Manual" link; and the "Issuances" link for Chapter(s): **4**

SUBJECT: Requirements for Criminal Background Checks for Positions in the Office of Taxicab

Date: May 13, 2014

1. Purpose

This Electronic-District Personnel Manual (E-DPM) instruction identifies positions in the **Office of Taxicab** organized under the D.C. Taxicab Commission that are subject to the criminal background due to high risk duties and responsibilities. The positions identified shall become subject to criminal background checks effective **July 1, 2014**.

Please be advised that the criminal background provisions contained in E-DPM Instruction No. 4-16, Requirements for Criminal Background Checks and Traffic Record Checks for the Protection of Children and Youth; Listing of Positions Subject to Criminal Background/Traffic Record Checks, and Drug and Alcohol Testing for the Protection of Children and Youth, dated August 4, 2010, will be adhered to when administering these checks.

The **Office of Taxicab** has specific high risk positions that serve in a law enforcement capacity that includes, but are not limited to the responsibility of ensuring that taxicabs and their drivers comply with District regulations; patrol the District in marked cruisers; impound cabs and confiscate licenses; document evidence of violations in preparing formal charges of illegal activity; and investigate consumer complaints against public vehicle for hire operators. The duties and responsibilities are quasi law enforcement in nature; and therefore, subject to criminal background checks.

2. Authority

a. For criminal background checks for the high risk positions:

- (1) Mayor's Order 2008-92, Delegations and Sub-Delegations of Authority -Director of the D.C. Department of Human Resources and Agency Heads and Rescission of Mayor's Order 2000-83, dated June 26, 2008; and

Note: E-DPM instructions that are strictly procedural in nature have direct applicability only to agencies and employees under the personnel authority of the Mayor. Other personnel authorities or independent agencies may adopt any or all of these procedures or guidance materials for agencies and employees under their respective jurisdictions.

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Retain Until Superseded

- (2) Mayor's Order 2011-183, Delegation of Personnel Authority to Identify and Designate Positions Subject to, and to Conduct, Criminal Background Investigations for Employees in Subordinate Agencies, dated November 2, 2011.

3. Covered Positions

OFFICE OF TAXICAB	
POSITION TITLE	OCCUPATIONAL SERIES
LEAD PUBLIC VEHICLE ENFORCEMENT INSPECTOR (LEAD HACK INSPECTOR)	1801
PUBLIC VEHICLE ENFORCEMENT INSPECTOR (HACK INSPECTOR)	1801

4. Inquiries

For regulation or policy-related inquiries on this E-DPM instruction, please contact the Policy Unit, DCHR, at (202) 442-9700.

For information regarding implementation of suitability-related provisions of this instruction or for other compliance-related inquiries regarding criminal background, please contact the Compliance Unit, DCHR, at (202) 442-9631.

5. Effective Date

This E-DPM instruction shall become effective on July 1, 2014.



Shawn Y. Stokes
Director