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GENERAL CIRCULAR NUMBER 2016-046

DATE: **December 15, 2016**

TO: **Heads of State Agencies and Human Resources Directors**

SUBJECT: **Ban the Box – Fair Chance For Workers With Records**

The purpose of this general circular is to advise that State Civil Service will initiate a new policy regarding the use of questions concerning prior felony convictions on the application for employment for classified positions effective January 1, 2017. There has been a growing movement in the United States to ban these questions on employment applications in order to give released former offenders improved chances of being called for job interviews.

This change is in keeping with legislation that was passed during the 2016 legislative session which removed questions related to felony convictions during the application process for unclassified jobs. The State Civil Service Commission will consider promulgating a formal rule change for classified jobs related to Ban the Box issues in the coming months; therefore, this policy will be a precursor to that formal rule process.

Effective January 1, 2017, the following questions will be removed from the agency-wide questions on all application templates used by State Civil Service for classified jobs:

Q: Have you ever been on probation or sentenced to jail/prison as a result of a felony conviction or guilty plea to a felony charge?

Q: If "YES", give the law enforcement authority (city, police, sheriff, FBI, etc.) the offense, place, and disposition of case.

State Civil Service will allow the addition of supplemental questions related to felony and similar criminal backgrounds to the application for employment for jobs which have a legal

restriction to hiring candidates with such backgrounds as stated on these job specifications under Necessary Special Requirements or a similar note. A list of these applicable jobs is attached for your convenience.

For other jobs, it will be at the sole discretion of the agency to determine whether or not to add supplemental questions concerning convictions.

As part of the normal workflow, the Staffing division will be reviewing postings before activating them to ensure that conviction questions are present for those jobs which have a legal restriction (refer to the attached list).

Should you have any questions please contact, Joan Haase, Staffing Division Assistant Administrator at 225.342.8550 or joan.haase@la.gov.

Sincerely,

s/Byron P. Decoteau, Jr.
Director

JOB TITLES USING FELONY CONVICTION QUESTIONS (Rev. 12/7/16)

Job Code	Job Title	NSR/NOTE
131650	AGRICULTURE/FORESTRY ENFORCEMENT OFFICER 1	NSR: An applicant who has been convicted of a felony or who is under indictment on a felony charge will be disqualified until relief from the disabilities imposed by state and federal laws is granted.
131660	AGRICULTURE/FORESTRY ENFORCEMENT OFFICER 2	
131670	AGRICULTURE/FORESTRY ENFORCEMENT SUPERVISOR	
148320	AGRICULTURE SPECIALIST REGIONAL ENFORCEMENT SUPERVISOR	
132520	AGRICULTURE/FORESTRY ENFORCEMENT MANAGER 1	
131640	AGRICULTURE/FORESTRY ENFORCEMENT MANAGER 2	
168850	AGRICULTURE/FORESTRY ENFORCEMENT PROGRAM DIRECTOR	
130720	ATC AGENT 1	NSR: An applicant who has been convicted of a felony or who is under indictment on a felony charge will be disqualified until relief from the disabilities imposed by state and federal laws are granted.
130730	ATC AGENT 2	
130750	ATC AGENT 3	
130700	ATC AGENT 4	
130760	ATC AGENT 5	
130740	ATC AGENT 6	
169990	ATC DEPUTY COMMISSIONER	
171690	ATC ENFORCEMENT ANALYST 1	
171700	ATC ENFORCEMENT ANALYST 2	
171090	ATC FINANCIAL INVESTIGATOR 1	
171100	ATC FINANCIAL INVESTIGATOR 2	
171340	ATC SPECIALIST	
166790	CHILD WELFARE CONSULTANT	The incumbent of this position must not have been convicted or pled nolo contendere to a crime listed in R.S. 15.587.1 (c).
166850	CHILD WELFARE DIRECTOR	
166800	CHILD WELFARE MANAGER 1	
171210	CHILD WELFARE MANAGER 2	
166740	CHILD WELFARE SPECIALIST 1	
166750	CHILD WELFARE SPECIALIST 2	
166760	CHILD WELFARE SPECIALIST 3	
166730	CHILD WELFARE SPECIALIST TRAINEE	
166770	CHILD WELFARE SUPERVISOR	
166830	CHILD WELFARE SUPPORT SPECIALIST	
171290	COMMUNICATIONS OFFICER 1	An applicant who has been convicted of a felony or who is under indictment on a felony charge will be disqualified until relief from the disabilities imposed by state and federal laws is granted.
171300	COMMUNICATIONS OFFICER 2	
161060	COMMUNICATIONS OFFICER 3	
171310	COMMUNICATIONS OFFICER SUPERVISOR	
144140	CORRECTIONS CADET	NSR: An applicant who has been convicted of a misdemeanor crime of domestic violence or a felony, or who is under indictment on a felony charge will be disqualified until relief from the disabilities imposed by State and Federal laws is granted. In accordance with the Prison Rape Elimination Act (PREA) (Part 115:17) of Title 28 of the Code of Federal Regulations an applicant who has been found to have engaged in any form of sexual abuse; engaged in sexual activity in the community facilitated by force, overt or implied threats of force, or coercion, or if the victim did not consent or was unable or refused will be disqualified.
144330	CORRECTIONS SERGEANT	
161340	CORRECTIONS SERGEANT--MASTER	
144260	CORRECTIONS LIEUTENANT	
144150	CORRECTIONS CAPTAIN	
144280	CORRECTIONS MAJOR	
144270	CORRECTIONS LIEUTENANT COLONEL	
144190	CORRECTIONS COLONEL	
145170	CORRECTIONS ASSISTANT WARDEN 1	
145180	CORRECTIONS ASSISTANT WARDEN 2	
156620	CORRECTIONS ASSISTANT WARDEN 3	
161450	CORRECTIONS ASSISTANT WARDEN 4	
161710	CORRECTION DEPUTY WARDEN 2	
161720	CORRECTION DEPUTY WARDEN 3	
161620	CORRECTION DEPUTY WARDEN 4	
161630	CORRECTION DEPUTY WARDEN 5	
161670	CORRECTION WARDEN 2	
161680	CORRECTION WARDEN 3	
161610	CORRECTION WARDEN 4	
161690	CORRECTION WARDEN 5	

Job Code	Job Title	NSR/NOTE
131230	CORRECTIONS GUARD TRAINEE--THERAPEUTIC	NSR: An applicant who has been convicted of a felony or who is under indictment on a felony charge will be disqualified until relief from the disabilities imposed by state and federal laws is granted.
131240	CORRECTIONS GUARD--THERAPEUTIC	
162940	CORRECTIONS GUARD MASTER-- THERAPEUTIC	
131520	CORRECTIONS LIEUTENANT--THERAPEUTIC	
131210	CORRECTIONS CAPTAIN--THERAPEUTIC	
131530	CORRECTIONS MAJOR--THERAPEUTIC	
131510	CORRECTIONS CHIEF--THERAPEUTIC	
166960	CRIMINAL INVESTIGATOR 1	NSR: An applicant will be disqualified if he or she has been convicted of a felony or if there are any indictments or bills of information pending against him or her in which felony charges are included; or if he or she has been convicted within the past three years of hit and run or driving while intoxicated.
133130	CRIMINAL INVESTIGATOR 2	
172380	CRIMINAL INVESTIGATOR 3	
172390	CRIMINAL INVESTIGATOR 4	
131930	GUARD	NSR: An applicant who has been convicted of a felony or who is under indictment on a felony charge will be disqualified until relief from the disabilities imposed by state and federal laws is granted.
131950	GUARD SUPERVISOR	
133970	INVESTIGATIVE SPECIALIST 1	NSR: An applicant who has been convicted of a felony or who is under indictment on a felony charge will be disqualified until relief from the disabilities imposed by state and federal laws are granted.
133980	INVESTIGATIVE SPECIALIST 2	
171450	INVESTIGATIVE SPECIALIST 3	
161770	INVESTIGATIVE SPECIALIST SUPERVISOR	
171460	INVESTIGATIVE SPECIALIST MANAGER	
169120	JUVENILE JUSTICE SPECIALIST 1	NSR: An applicant who has been convicted of a felony or who is under indictment on a felony charge will be disqualified until relief from disabilities imposed by state and federal laws is granted.
169130	JUVENILE JUSTICE SPECIALIST 2	
169140	JUVENILE JUSTICE SPECIALIST 3	
169150	JUVENILE JUSTICE SPECIALIST 4	
172310	JUVENILE JUSTICE SPECIALIST 5	
172320	JUVENILE JUSTICE SPECIALIST 6	
165270	LICENSING ANALYST 1	NOTE: May be required to pass a security clearance or background check by a law enforcement agency.* * Use of the question will be optional because the note states that security clearance or background check "may be required".
165280	LICENSING ANALYST 2	
165290	LICENSING ANALYST SUPERVISOR	
115840	PARK RANGER 1	NSR: An applicant who has been convicted of a felony or who is under indictment on a felony charge will be disqualified until relief from the disabilities imposed by State and Federal laws is granted.
115850	PARK RANGER 2	
115830	PARK RANGER SPECIALIST	
169580	POLICE CAPTAIN--A	NSR: An applicant who has been convicted of a felony or who is under indictment on a felony charge will be disqualified until relief from the disabilities imposed by state and federal laws is granted.
169600	POLICE CHIEF--A	
133930	POLICE INVESTIGATOR	
169620	POLICE LIEUTENANT--A	
169640	POLICE MAJOR--A	
169660	POLICE OFFICER 1--A	
169680	POLICE OFFICER 2--A	
169690	POLICE OFFICER 3	
169700	POLICE OFFICER 3--A	
169720	POLICE SERGEANT--A	

Job Code	Job Title	NSR/NOTE
156800	PROBATION AND PAROLE ASSISTANT DIRECTOR / ADULT	NSR: An applicant who has been convicted of a misdemeanor crime of domestic violence or a felony, or who is under indictment on a felony charge will be disqualified until relief from the disabilities imposed by state and federal laws is granted.
127390	PROBATION AND PAROLE DEPUTY DIRECTOR--ADULT	
127400	PROBATION AND PAROLE DIRECTOR--ADULT	
144420	PROBATION AND PAROLE DISTRICT MANAGER 1--JUVENILE	
144610	PROBATION AND PAROLE DISTRICT MANAGER 2--JUVENILE	
144620	PROBATION AND PAROLE DISTRICT MANAGER 3--JUVENILE	
127410	PROBATION AND PAROLE DISTRICT MANAGER A--ADULT	
127490	PROBATION AND PAROLE DISTRICT MANAGER B--ADULT	
127450	PROBATION AND PAROLE OFFICER 1--ADULT	
146060	PROBATION AND PAROLE OFFICER 1--JUVENILE	
127370	PROBATION AND PAROLE OFFICER 2--ADULT	
146070	PROBATION AND PAROLE OFFICER 2--JUVENILE	
127430	PROBATION AND PAROLE OFFICER 3--ADULT	
144590	PROBATION AND PAROLE OFFICER 3--JUVENILE	
121730	PROBATION AND PAROLE PROGRAM ASSISTANT DIRECTOR--JUVENILE	
121740	PROBATION AND PAROLE PROGRAM DIRECTOR--JUVENILE	
143890	PROBATION AND PAROLE PROGRAM MANAGER 2--JUVENILE	
127440	PROBATION AND PAROLE PROGRAM MANAGER--ADULT	
144660	PROBATION AND PAROLE PROGRAM SPECIALIST--JUVENILE	
127420	PROBATION AND PAROLE REGIONAL ADMINISTRATOR--ADULT	
171150	PROBATION AND PAROLE SPECIALIST - ADULT	
127500	PROBATION AND PAROLE SUPERVISOR--ADULT	
146080	PROBATION AND PAROLE SUPERVISOR--JUVENILE	
164570	PUBLIC HEALTH LABORATORY SCIENTIST 1	Applicants must be able to pass a criminal background check and/or security clearance
164580	PUBLIC HEALTH LABORATORY SCIENTIST 2	
164590	PUBLIC HEALTH LABORATORY SCIENTIST 3	
164600	PUBLIC HEALTH LABORATORY SCIENTIST SUPERVISOR	
164540	PUBLIC HEALTH LABORATORY SCIENTIST MANAGER	
164560	PUBLIC HEALTH LABORATORY SCIENTIST RESEARCH ASSOCIATE	
164550	PUBLIC HEALTH LABORATORY SCIENTIST TECHNICAL MASTER	
164520	PUBLIC HEALTH LABORATORY ASSISTANT DIRECTOR	
164530	PUBLIC HEALTH LABORATORY DIRECTOR	
165810	SOCIAL SERVICES ANALYST 1	NOTE: Willingness and ability to handle and carry firearms.
165820	SOCIAL SERVICES ANALYST 2	
165830	SOCIAL SERVICES ANALYST 3	
165840	SOCIAL SERVICES ANALYST SUPERVISOR	
138640	STATE POLICE EXPLOSIVES SPECIALIST	NSR: An applicant who has been convicted of a felony or who is under indictment on a felony charge will be disqualified until relief from the disabilities imposed by state and federal laws is granted.
138650	STATE POLICE EXPLOSIVES SUPERVISOR	
133820	WILDLIFE ENFORCEMENT AGENT	NSR:An applicant who has been convicted of a misdemeanor crime of domestic violence or a felony, or who is under indictment on a felony charge will be disqualified until relief from the disabilities imposed by the State and Federal laws is granted.
133630	WILDLIFE ENFORCEMENT CADET	
133730	WILDLIFE ENFORCEMENT CAPTAIN	
133680	WILDLIFE ENFORCEMENT COLONEL	
133650	WILDLIFE ENFORCEMENT LIEUTENANT	
133700	WILDLIFE ENFORCEMENT LIEUTENANT COLONEL	
133750	WILDLIFE ENFORCEMENT MAJOR	
157170	WILDLIFE ENFORCEMENT SENIOR AGENT	
133690	WILDLIFE ENFORCEMENT SERGEANT	
153630	WILDLIFE ENFORCEMENT AIRCRAFT PILOT	NSR:An applicant who is under indictment on a felony charge will be disqualified until relief from the disabilities imposed by the State and Federal laws is granted.
169090	YOUTH FACILITY ASSISTANT DIRECTOR	Note:An applicant who has been convicted of a misdemeanor crime of domestic violence or a felony or who is under indictment on a felony charge may be disqualified until relief from the disabilities imposed by State and Federal laws is granted.
169100	YOUTH FACILITY DEPUTY DIRECTOR	
169110	YOUTH FACILITY DIRECTOR	