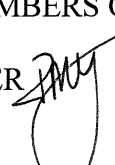


City of Alexandria, Virginia

MEMORANDUM

DATE: MARCH 19, 2014
TO: THE HONORABLE MAYOR AND MEMBERS OF CITY COUNCIL
FROM: RASHAD M. YOUNG, CITY MANAGER 
SUBJECT: "BAN THE BOX"

The purpose of this memorandum is to advise you that I have directed the Human Resources Department to no longer inquire as to a prospective employee's criminal history when that prospective employee initially submits an application for employment in a non-public safety position. This action is consistent in principle with current "Ban the Box" efforts in the Virginia General Assembly.

As you know, legislation currently pending in the General Assembly would provide local governments the authority to prohibit, by ordinance, questions about a candidate's criminal history on employment applications and limit such inquiries to the time after a conditional offer of employment has been made. The purpose of the proposed legislation is to increase employment chances for ex-offenders. At my request, the Human Resources Department (HRD) reviewed the pending legislation. We do not believe it is necessary for a legislative action of the Commonwealth to take place before the City may take action. Therefore, it is my intention to immediately proceed to eliminate the question regarding an individual's criminal history on the initial application for employment provided the position in question is not related to public safety. Implementation of such a change is not expected to put a significant burden on City staff or adversely impact the City's ability to hire highly qualified candidates. The changes will likely help to increase equity in the recruitment process, broaden the pool of candidates seeking City employment, and provide qualified ex-offenders a better chance at achieving gainful employment.

Currently, the City's standard job application template includes a question inquiring about a prospective candidate's criminal convictions. Job applicants are also asked to provide an explanation of any criminal charge and the fine or sentence imposed as a result of conviction. Following implementation of my directive, inquiries regarding prior criminal history will only be made after a conditional offer of employment has been issued.

As always, I am pleased to answer any questions.