



Mayor David A. Condon

July 31, 2014

Mary Doran, Chair of the Civil Service Commission
The Public Safety Building
1100 W Mallon
Spokane, WA 99260

Dear Ms. Doran,

In recent months, our City Attorney, Human Resources Department and Director of Local Government and Multi-Cultural Affairs have been in discussions with citizens of the community regarding the use of criminal background checks in the City's hiring process.

In ensuring that the hiring practices of the City of Spokane provide applicants with arrest and conviction records an equal opportunity to obtain employment with the City, I support hiring practices and policies that use an applicant's criminal conviction information based on the consideration of the relationship between past criminal convictions and the potential risk to the City and its employees, residents and customers.

I would ask that you take the initiative to revise the application form to delete the box requiring a response regarding prior criminal convictions except for those applications which would require such as a response (law enforcement and those positions with mandated State and Federal requirements for background checks).

Delaying an applicant's criminal background check until the City has determined that the applicant meets the minimum qualifications for the job will create opportunities for those with prior arrest and criminal convictions with increased employment opportunities and in turn enhance their successful reintegration into our community, reduce recidivism, build stronger families and a safer community.

My administration supports this action and believes it is consistent with the Regional Criminal Justice Commission's work reflected in the Blue Print for Reform. And because it is also aligned with the City of Spokane's current program known as Community Court.

In addition, by this letter, I am directing our Human Resources Department to draft policies and procedures relative to this issue. These will specifically address particular jobs where criminal background information would be relevant, the timing of when that information would be requested, and when criminal background checks would be required for further advancement in the hiring process.

Thank you for consideration of this request and for your ongoing work to build a safer, stronger and smarter City of Choice.

Sincerely,

A handwritten signature in blue ink that reads "David A. Condon".

David A. Condon
Mayor

The City of Choice

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