

Directive

Number: # 0121

Date: January 1, 2009

Revised: July 8, 2009

Ex-Offender Employment Review Standards

Purpose To provide guidance to Human Resources personnel regarding standards of review in affording and supporting full and fair consideration to ex-offenders in city employment.

Overview The City of Jacksonville, as expressed in Ordinance 2008-911-E, is committed to providing full and fair consideration in employment to *otherwise qualified* ex-offenders as an essential component in the community's effort to reduce violent crime and recidivism rates.

Review Standards

1. Hiring Managers in city departments/divisions should not inquire about or consider criminal background information in making a hiring decision. Hiring decisions shall be based upon the applicant's qualifications to successfully perform the position sought and in accordance with all applicable federal, state and local laws and regulations.
2. The City shall abide by Florida Statute (FS) 435 regarding eligibility and exclusion from consideration into employment for positions of trust as described in FS 435.
3. All qualified applicants who are selected for hire must successfully pass a drug screen, post-offer medical evaluation as applicable, reference checks, and a national, state and local criminal background check. Full and truthful criminal background information disclosure is required as part of the *post-offer* new hire process.
4. Human Resources staff shall take into consideration the following aspects when reviewing an individual with a documented criminal record:
 - a. Nature of Offense;
 - b. Whether the offense involved a minor or a vulnerable adult;
 - c. Time elapsed since conviction;
 - d. Whether a pattern of convictions is evident;
 - e. Specific job duties and responsibilities of position sought;
 - f. Whether potential employee will be in a closely supervised work environment;
 - g. Employment/work/volunteer references;
 - h. Parole and/or probation officer recommendations;

Directive

Number: # 0121

Date: January 1, 2009

Revised: July 8, 2009

- i. Evidence, as provided by the applicant, to demonstrate completion of an acceptable rehabilitation program conducted for ex-offenders. (See next section for definition of acceptable program.)

Acceptable Rehabilitation Programs	<p>When considering evidence of completion of rehabilitation, the city shall consider ex-offender rehabilitation programs as acceptable if that program is, at a minimum, four to six weeks in duration, and provides a case management approach including education, training and/or assistance in addressing and overcoming the following re-entry obstacles:</p> <ol style="list-style-type: none"> 1. Job skills assessment and training 2. Literacy evaluation and development 3. Housing needs assessment 4. Mental health evaluation to include substance/alcohol abuse assessment 5. Family support guidance 6. Post job-placement support team <p>The city shall also consider as acceptable any ex-offender program if the specific program was court-ordered and is documented as such and in addition, will recognize those re-entry programs funded through The Jacksonville Journey.</p>
Acceptable Work Experience	<p>The city shall consider acceptable non-institutional and institutional work experience for ex-offenders on the same basis as non-offenders.</p>
Applicant Responsibility	<p>It shall be the responsibility of the selected applicant to provide the necessary documentation and references in a timely manner to enable the city to make an informed hiring decision.</p>

Questions

Questions regarding this policy or its application should be directed to the Don Norris, Manager of Talent Acquisition at 630-2720 or C. William Marshall, Senior Manager of Personnel Services at 630-7520.