

**MOTION: PRINCIPI**

**October 13, 2015  
Regular Meeting  
Res. No. 15-672**

**SECOND: JENKINS**

**RE: SUPPORT – “BAN THE BOX” INITIATIVE AND REQUIRE THAT  
QUESTIONS REGARDING PRIOR CRIMINAL CONVICTIONS BE  
MOVED TO LATER IN THE EMPLOYMENT PROCESS**

**ACTION: APPROVED**

**WHEREAS**, Prince William County is committed to ensuring that the organization hires and retains the most qualified individuals for the job advertised while being committed to equal opportunity for all applicants applying for County positions; and

**WHEREAS**, Prince William County believes in and does provide equal opportunity including extending employment opportunities to qualified individuals who have prior criminal convictions and are rebuilding their lives; and

**WHEREAS**, hiring practices that consider the past criminal convictions of applicants without a justifying business necessity can prevent willing and qualified job applicants from obtaining gainful employment; and

**WHEREAS**, Prince William Board of County Supervisors supports the goal of increasing employment opportunities for qualified applicants with past criminal conviction by removing questions from the employment application up front regarding past criminal history; and

**WHEREAS**, Prince William County currently asks whether an applicant has a criminal history in the initial job application but exempts the following reporting:

- Offenses committed before an applicant's 18<sup>th</sup> birthday and which were adjudicated in a Juvenile Court;
- Any traffic violations for which the applicant only paid a fine; and

**WHEREAS**, Prince William County recognizes that it has an obligation to the citizens of the County to ensure that its employees have the public trust and that many County positions involve work in public safety, entrance into residents' homes, work with children and the elderly, work with critical infrastructure and other sensitive positions;

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**NOW, THEREFORE, BE IT RESOLVED** that the Prince William Board of County Supervisors does hereby support the “Ban the Box” initiative by directing the County Executive to remove questions regarding prior criminal convictions from initial County employment applications by November 1 and ask only after the qualified applicant has completed the interview process;

**BE IT FURTHER RESOLVED** that with the following positions, questions regarding background including criminal convictions will be asked up-front as the background investigation is integral to the job, including:

- Sworn Police
- Sworn Fire and Rescue
- Public Safety Communications
- Adult Detention Center
- Child Protective Services
- Juvenile Detention Center
- Judicial Positions
- Sheriff

**BE IT FURTHER RESOLVED** that the Prince William Board of County Supervisors does hereby direct the County Executive to consider which, if any, County positions may not need to answer questions regarding past criminal convictions as part of the hiring process and report back to the Board of County Supervisors by January 2016;

**BE IT FURTHER RESOLVED** that the County Executive will develop guidelines and training for County departments regarding the issue of criminal conviction questions for identified positions as part of the hiring process.

**Votes:**

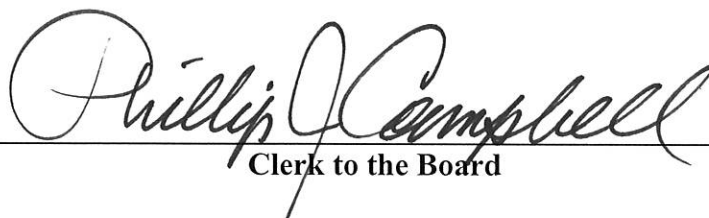
**Ayes:** Caddigan, Candland, Jenkins, Lawson, May, Nohe, Principi, Stewart

**Nays:** None

**Absent from Vote:** None

**Absent from Meeting:** None

ATTEST: \_\_\_\_\_

  
Clerk to the Board