

**Be a part of
the city that
you love.**



Ban the Box Policy Overview

Cindy Bishop, Director of Talent Acquisition

Ban the Box

A Nationwide Movement

- Fair hiring leading practice – over 100 cities and counties have adopted ban the box
 - Other cities include: Austin, Chicago, Minneapolis, Philadelphia, Charlotte, San Francisco and Seattle
 - It is also mandated in many states: California, Massachusetts, Minnesota
- The objective is to ensure that any person seeking employment is evaluated according to their qualifications – NOT the conscious or unconscious bias of a criminal record
 - Promotes diversity of the applicant pool and subsequently our workforce
 - Stimulates community economic development by eliminating a barrier that prevents individuals from seeking employment

Ban the Box

How Denver Got Involved

- Mayor Hancock supports this idea and wants Denver to be a leading example for the state and local business community
- He announced our intent to ban-the-box during his State of the City address on July 11, 2016
- Our policy went into effect on August 1, 2016
- In partnership with the Mayor's Office, OHR communicated the new policy to agencies and supported employees with the transition

Ban the Box Policy Implementation

- Executive Order 135 – The Use of Background Checks in Hiring and Employment Decisions – was amended in July 2016
- The citywide employment application was changed to no longer inquire about criminal history
- Positions or departments that are legally prohibited from hiring individuals with certain convictions are exempt from the policy
 - Use a separate employment application that collects relevant background information
 - Departments currently exempt include: Department of Safety, District Attorney's Office, and Office of Emergency Management
- Additional exceptions require approval from City Attorney's Office

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Impacts to the Hiring Process

- Applicants are no longer required to disclose criminal history on our employment application – this information is not available as a screening tool for Hiring Managers or Recruiters
- Agencies should not inquire about an applicant’s criminal history until it has been determined that the applicant is otherwise qualified for the position and has received a conditional offer of employment
- The city continues to conduct background checks on all final candidates as a condition of employment
 - Criminal history is assessed according to an agency’s adjudication protocol
 - In compliance with XO135, criminal background checks are required for all paid and unpaid City positions
- An employment offer is contingent on passing a background check

Ban the Box Outcomes

- No increase in the number of applicants failing a background check or requiring adjudication by OHR / CAO
- Positive feedback and support from leadership, employees as well as the community
- The non-profit, National Employment Law Project (NELP), is recognizing Denver in its guide about ban-the-box policies across the country

Questions?