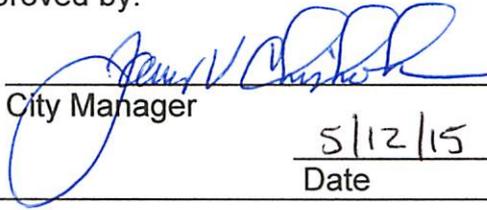


## MANAGEMENT PROCEDURE

Effective Date: 07/01/15	Policy Number: 77	Page Number: 1 of 2	Supersedes Policy Dated: N/A
Subject:  <b>FAIR CHANCE (BAN THE BOX)</b>		Approved by:  _____ City Manager  5/12/15 _____ Date	

A. The City of Daytona Beach is an equal opportunity employer in its recruitment and hiring practices and is equally committed to providing full and fair consideration in employment to qualified applicants for employment with criminal histories. Therefore, the City shall implement a policy intended to encourage the full participation of motivated and qualified persons with criminal histories in the workplace.

B. FAIR CHANCE POLICY

1) The City has adopted this policy with the intent and purpose to: (a) assist the successful reintegration of formerly-incarcerated people into the community after release; (b) prohibit the use of a criminal record as an automatic barrier to employment; (c) prevent the use of an application form that excludes qualified job applicants; (d) mitigate or eliminate exclusion of people who have been convicted of criminal activity in the past; and (c) provide employment opportunities to qualified individuals with past convictions or criminal histories.

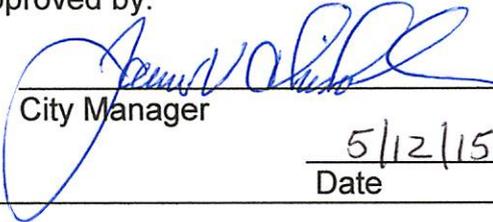
2) As a part of this procedure, the City will:

- Amend the employment application to no longer require disclosure of an applicant's past criminal history during the initial job application process.
- Add the following disclosure statement to the employment application:  
"As part of the selection process, I understand that I will be required to complete a Conviction History Disclosure Form and submit it when requested by the City of Daytona Beach. The form will not be submitted with my application unless directed to do so in the job announcement. I hereby affix my initials to acknowledge my understanding of this statement."
- Develop a Conviction History Disclosure Form that will be reviewed by Human Resources.

C. LIMITATIONS AND EXEMPTIONS

1) This policy does not apply to the selection of any position that is otherwise subject to additional screening or requirements regarding criminal history as allowed by state or federal law (i.e., any position required to complete DCF screening).

## MANAGEMENT PROCEDURE

Effective Date: 07/01/15	Policy Number: 77	Page Number: 2 of 2	Supersedes Policy Dated: N/A
Subject:  <b>FAIR CHANCE (BAN THE BOX)</b>		Approved by:  _____ City Manager  5/12/15 _____ Date	

- 2) This policy shall not affect applications for sensitive (or confidential) positions in which a criminal history would be an immediate disqualification and initial disclosure on such applications shall still be required (i.e., Police and Fire Department Personnel).
- 3) Nothing in this policy requires the City to hire any person with a criminal record nor limits the City's ability to select the most qualified applicant for a position.
- 4) Nothing in this policy prohibits the City from making employment decisions based on a criminal conviction/history related to the position held or sought.
- 5) Nothing in this policy creates a cause of action for any applicant with regard to hiring or selection for employment.

In Summary, the City reaffirms that all employment decisions will be made on the basis of individual qualifications as related to the requirements of a particular job classification; and the City will provide equal employment opportunities to qualified individuals with past convictions or criminal histories.