

Attachment A: EEOC Guidance

The EEOC Enforcement Guidance on the Consideration of Arrest and Conviction Records in Employment Decisions Under Title VII of the Civil Rights Act of 1964, as amended, 42 U.S.C. § 2000e et seq. is attached. It may also be found at www.eeoc.gov/laws/guidance/arrest_conviction.cfm

Attachment B: Procedure

The authorization form to release a person's criminal history must be completed by the hiring department, signed by the applicant for employment, submitted to CAO HR Division and kept on file there. The form is available at www.lsp.org/pdf/crauthorizationform.pdf

The Chief Administrative Office Human Resource Division is responsible for submitting, receiving, and evaluating criminal history reports for all applicants. For convenience, some out-of-state or out-of-town candidates may need to request their criminal history summary check from the FBI or their state of residence and provide the Chief Administrative Office Human Resource Division a certified true copy for review.

Attachment C

[DEPARTMENT LETTERHEAD]

[DATE]

NAME OF APPLICANT

APPLICANT'S ADDRESS

RE: Authorization to Release Information Form

Dear APPLICANT:

You recently applied for employment with the Department of _____
for the City of New Orleans.

The next step in the application process is for you to sign and return the enclosed Authorization to Release Information Form so that a criminal background check can be completed. The City will send you a copy of the report it receives in response to this Release Form. The signed Authorization to Release Information Form should be mailed to the following address, or returned to that office in person **within five (5) days** from the date of this letter.

Chief Administrative Office, HR Division
City Hall, Suite 9E06
1300 Perdido Street
New Orleans, La. 70112

You are also requested to identify any prior convictions, other than minor traffic violations, on the enclosed form. Any questions regarding the enclosed forms, or this letter, should be directed to the Chief Administrative Office, (504) 658-8600.

Sincerely,

Appointing Authority
Department

Encl.: Authorization Release Form
Blank Form for list of convictions

cc: Chief Administrative Office
Department of Civil Service

ATTACHMENT D

LIST OF PRIOR CONVICTIONS

Please list all prior convictions, other than minor traffic violations. For each conviction, provide the date, what the conviction was for, and any other mitigating information that you wish to provide.

1. Offense:

Date of Conviction:

Other information [age at time of offense; other mitigating information]

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2. Offense:

Date of Conviction:

Other information [age at time of offense; other mitigating information]

_____.

3. Offense:

Date of Conviction:

Other information [age at time of offense; other mitigating information]

4. Offense:

Date of Conviction:

Other information [age at time of offense; other mitigating information]

ATTACHMENT E

[CITY LETTERHEAD]

[DATE]

NAME OF APPLICANT

APPLICANT'S ADDRESS

RE: Criminal Background Report

Dear APPLICANT:

Enclosed is a copy of the Report the City received in response to submission of your Authorization to Release Information Form to the State of Louisiana. A copy of this report has been provided to the Department(s) to which you applied for a position.

If you believe any entries on the report are in error, or if you wish to address any of the items in the report, please feel free to send a letter to the department to which you applied for a position. You may also contact the department to discuss any issues in person.

Any questions regarding the enclosed forms, or this letter, should be directed to the Chief Administrative Office, (504) 658-8600.

Sincerely,

CAO Representative

Encl.: State Criminal Background Report

cc: Department of _____
Department of Civil Service