



COUNTY OF LOS ANGELES DEPARTMENT OF HUMAN RESOURCES

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MICHAEL J. HENRY
DIRECTOR OF PERSONNEL

September 5, 2006

To: Each Supervisor

From: Michael J. Henry *Susan Burton*
Director of Personnel *for*

Subject: **PRESS INQUIRY REGARDING CRIMINAL CONVICTION HISTORY
INFORMATION ON EMPLOYMENT APPLICATIONS**

Troy Anderson of the Daily News contacted the Department of Human Resources (DHR) regarding our August 30, 2006 memo to you on criminal conviction history information on the County's employment application.

In response to his questions, we advised Mr. Anderson that any modification to the application is a policy decision of the Board. After a comprehensive review of our current practices and other jurisdictions, DHR recommended no change be made to the County application. However, we will add language to the Information Sheet that accompanies the application to clarify the types of convictions that do not require disclosure (e.g., juvenile convictions that have been sealed or expunged; adult convictions that have been dismissed or pardoned under Penal Code Section 1203.4; or other valid court orders).

We also advised Mr. Anderson that during our review we met with community representatives, including Susan Burton, the Executive Director of the New Way of Life Re-entry Project, who previously contacted your offices on this issue and spoke at the May 23, 2006 Board meeting. During the meeting, their concerns were discussed, including their position that the request for conviction history on the application deterred formerly incarcerated individuals from applying for County jobs. We told Mr. Anderson that we did not conclusively determine that it was a deterrent as our review found that the applications of many individuals who disclosed convictions were accepted and the applicants continued in the exam process.

Mr. Anderson also requested information regarding the number of current employees who had conviction histories. We advised him that the County does not track that data.

Please contact me if you have any questions.

MJH:STS
SKT

c: David E. Janssen, Chief Administrative Officer
Raymond G. Fortner, Jr., County Counsel

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