



**DEPARTMENT OF CORRECTIONS**  
**Human Resources**



<b>Title:</b>	<b>Applicants for DOC Positions with Prior Criminal Convictions</b>	<b>DOC Policy: 20.4.2</b>
<b>Supersedes:</b>		
<b>Applicability:</b>	<b>Applicants for department permanent and temporary positions, volunteers, student interns and contractors</b>	
<b>Directives Cross -Reference:</b>		
<b>Rule:</b>		

**I. PURPOSE**

To provide hiring supervisors with the department requirements when considering applicants with prior criminal convictions by category of position and type of conviction.

**II. DEFINITIONS**

Sentence completion: the satisfaction of all sentence requirements including incarceration, parole, probation and post-sentence supervision.

**III. POLICY**

- A. All department managers are expected to exercise sound judgment when considering applicants with prior criminal convictions, carefully evaluating the applicant's qualifications and the requirements of the positions.
- B. For all department correctional officer series positions, applicants with any prior felony convictions or misdemeanor crimes of domestic violence, and any other offenses that prohibit DPSST Certification, shall be eliminated from consideration. Upon sentence completion, applicants with misdemeanor convictions may be considered by the hiring supervisor with appointing authority approval on a case-by-case basis.
- C. For all department non-correctional officer series, institution-based positions and upon sentence completion, applicants with prior criminal convictions may be considered by the hiring supervisor with appointing authority approval under the following conditions:
  - 1. Only after five years after sentence completion for felony convictions for permanent and temporary positions;
  - 2. On a case-by-case basis for misdemeanor convictions for permanent and temporary positions; and

3. On a case-by-case basis for felony or misdemeanor convictions for volunteer and student intern positions or contractors.
- D. For all department positions outside of the secured perimeter of an institution which are both non-correctional officer series and non-institution-based, applicants with prior criminal convictions may be considered by the hiring manager with the appointing authority approval under the following conditions:
1. On a case-by-case basis for felony or misdemeanor convictions upon sentence completion; or
  2. On a case-by-case basis for parolees of department institutions with a positive institution work record and recommendation from the Inmate Work Program Office, satisfactory completion of the program requirements of their incarceration plan, and their acceptance of maintaining the requirements of their parole plan as a condition of employment.
- E. The department's Recruitment Unit is responsible to implement the procedures necessary to ensure that this policy is incorporated in the applicable recruitment and selection processes and job announcements.

#### **IV. IMPLEMENTATION**

This policy shall be adopted immediately without further modification.