

- (1) The job title, occupation, job classification, or restricted place of employment, including the range of occupations affected in such places;

All ICJIA titles Executive Director, Private Secretary, HR Director, General Counsel, Technical Advisor 3 & 2, Director Office of Administrative Services, Director of Fiscal Management, Director of Federal & State Grant Unit, Director of R & A Unit, Director of Information Systems Unit, Accountant, Accountant Advanced, Criminal Justice Specialist 1 & 2, Information Systems Analyst 1 & 2, Information Services Specialist 1, Data Processing Specialist, Public Service Administrators 1, 2, 3, and 7, due to the involvement of confidential information including human subject research, and access to criminal history records and other sensitive law enforcement information.

- (2) The statute, regulation, policy, and procedure that authorizes the restriction of applicants for employment and licensure, current employees, and current licenses;

ICJIA Employment Investigation Policy Statement dated May 2, 2002

- (3) The substance and terms of the restriction, and

(A) if the statute, regulation, policy or practice enumerates disqualifying offenses, a list of each disqualifying offense, the time limits for each offense, and the point in time when the time limit begins;

.The Policy does not enumerate any disqualifying offenses.

(B) if the statute, regulation, policy or practice does not enumerate disqualifying offenses and instead provides for agency discretion in determining disqualifying offenses, the criteria the agency has adopted to apply the disqualification to individual cases. Restrictions based on agency discretion include, but are not limited to, restrictions based on an offense "related to" the practice of a given profession; an offense or act of "moral turpitude"; and an offense evincing a lack of "good moral character".

Employment decision made on the basis of a conviction history will require consultation with Human Resource who will then consult with Legal Counsel and the Executive Director.

- (4) The procedures used by the agency to identify an individual's criminal history, including but not limited to disclosures on applications and background checks conducted by law enforcement or private entities;

The candidate must complete the ICJIA Applicant Information Package, which includes a signed statement acknowledging that employment is contingent upon successful completion of the investigation and affirmation that all information supplied is complete, accurate and truthful. Human Resource will run the LEADS, NCIC, and CCH checks and the hiring supervisor will be notified of the results. Hired employees will also be fingerprinted in order to verify the existence or non-existence of a criminal history record.

(5) The procedures used by the agency to determine and review whether an individual's criminal history disqualifies that individual;

Hired employees will also be fingerprinted in order to verify the existence or non-existence of a criminal history record.

(6) The year the restriction was adopted, and its rationale;

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(7) Any exemption, waiver, or review mechanisms available to seek relief from the disqualification based on a showing of rehabilitation or otherwise, including the terms of the mechanism, the nature of the relief it affords, and whether an administrative and judicial appeal is authorized;

None

(8) Any statute, rule, policy and practice that requires an individual convicted of a felony to have his civil rights restored to become qualified for the job; and 9 copies of the following documents:

There are no statute, rule, policy or practice that requires an individual convicted of a felony to have his civil rights restored to become qualified for the job.

(A) forms, applications, and instructions provided to applicants and those denied or terminated from jobs or licenses based on their criminal record;

See attached Request for Release of Information.

(B) forms, rules, and procedures that the agency employs to provide notice of disqualification, to review applications subject to disqualification, and to provide for exemptions and appeals of disqualification;

There are none.

(C) memos, guidance, instructions to staff, scoring criteria and other materials used by the agency to evaluate the criminal histories of applicants, licensees, and employees; and

There are none.

(D) forms and notices used to explain waiver, exemption and appeals procedures for denial, suspensions and terminations of employment or licensure based on criminal history.

There are none.