



## Teachers' Retirement System of the State of Illinois

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Richard W. Ingram, Executive Director

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Via email ([CJA.EmplRestrictions@Illinois.gov](mailto:CJA.EmplRestrictions@Illinois.gov)) and U.S. Mail

The Task Force on Inventorying Employment Restrictions  
Illinois Criminal Justice Information Authority  
300 W. Adams Street, Suite 200  
Chicago, Illinois 60606

Dear Task Force Members:

This report is being submitted pursuant to the Task Force on Inventorying Employment Restrictions Act [20 ILCS 5000].

In compliance with the state and federal constitutions, the Illinois Human Rights Act, the U.S. Civil Rights Act, the Americans with Disabilities Act, and Section 504 of the Federal Rehabilitation Act, the Teachers' Retirement System ("TRS" or "the System") does not discriminate in employment, contracts or any other activity.

TRS's job application process requires that applicants submit a resume and cover letter to the System once a vacant position is posted. Applicants who are selected for an interview are then required to complete a TRS Employment Application which asks them to disclose whether they have been convicted other than for a minor traffic violation, excluding sealed or expunged records of convictions or arrests.

Criminal background checks are conducted on all job candidates prior to being hired by TRS. The System does not have a policy enumerating disqualifying offenses. Rather, discretion is used in determining whether a conviction for an offense is related to the position for which the person is applying, and consideration is made as to whether the offense was an act of moral turpitude or indicates the lack of good moral character. The System does not make any employment decisions based on arrests or expunged or sealed records of conviction pursuant to 775 ILCS 5/2-103.

For calendar years 2010 and 2011, TRS administered criminal background checks on 14 candidates for employment. None of the candidates were disqualified based on criminal history disclosure.

Should you need further information, please contact me at 217-753-0319.

Sincerely,

Gina Larkin  
Director of Human Resources

