



Louisiana
SCS
State Civil Service

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Issue Date: December 29, 2016

To: Head of State Agencies and Personnel Officers

Subject: Chapter 22 Ban the Box Job Aid

REASON FOR UPDATE: To provide agencies with a list of classified jobs for which supplemental questions related to criminal backgrounds can be added on the employment application.

EFFECTIVE DATE: January 1, 2017

The purpose of this notification is to advise that State Civil Service is adding a new Job Aid entitled Ban the Box to Chapter 22. The new job aid is being added in response to General Circular 2016-046, which discusses the use of questions concerning prior felony convictions on the employment application for classified positions.

Chapter 22 - Job Aids and Resources

[Ban the Box](#)

This Job Aid contains a listing of jobs which have a legal restriction to hiring candidates with such backgrounds as stated on the applicable job specifications. Agencies will be allowed to add supplemental questions related to felony and similar criminal backgrounds to the application for employment for jobs which have a legal restriction to hiring candidates with such backgrounds as stated on the job specification.

For other jobs, it will be at the sole discretion of the agency to determine whether or not to add supplemental questions concerning convictions.

If you have any questions regarding these updates, please contact your Staffing Consultant at (225) 219-9390.

Sincerely,

Byron P. Decoteau, Jr.
Director
State Civil Service