

Exhibit A

Equal Opportunity Interview Policy

Section 1 – Definitions.

For the purposes of this policy, the term:

- A. "Applicant" means an individual who has filed an application for employment with the Metropolitan Government.
- B. "Covered position" means a position in which a criminal background check is required by state or federal law, or in the interest of public safety.

Section 2 – Policy Pertaining to the Consideration of Job Applicants Previously Convicted of a Crime

- A. Before posting a vacancy announcement, the Metropolitan Government shall determine if the position is a covered position. The Metropolitan Department of Human Resources shall have the authority to promulgate the necessary procedures for determining whether a position is a covered position, with the goal of providing job opportunities for persons with conviction histories to the largest extent practicable.
- B. If a position is a covered position, the vacancy announcement shall include the following statement: "This position requires a criminal background check. Therefore, you may be required to provide information about your criminal history in order to be considered for this position."
- C. If a position is not a covered position, the Metropolitan Government shall not inquire about an applicant's criminal history on the application form. The Metropolitan Government may inquire about an applicant's criminal history after the initial screening of applications. If the Metropolitan Government inquires about an applicant's criminal history, the applicant shall be permitted to provide an explanation of his criminal history to the reviewing Metropolitan Government department or agency.
- D. When considering whether to disqualify an applicant for a position that is not a covered position because of the applicant's criminal history, the Metropolitan Government shall consider the following factors:
 - 1. The specific duties and responsibilities of the position sought or held;
 - 2. The bearing, if any, that an applicant's criminal background will have on the applicant's fitness or ability to perform on or more of the duties or responsibilities;

3. The time elapsed since the conviction or release;
 4. The age of the person at the time of occurrence of the criminal offense or offenses;
 5. The frequency and seriousness of the criminal offense;
 6. Any information produced regarding the applicant's rehabilitation and good conduct since the occurrence of the criminal offense; and
 7. The public policy that it is generally beneficial for ex-offenders to obtain employment.
- E. Any information pertaining to an applicant or employee's record of conviction obtained by the Metropolitan department of human resources in conjunction with the hiring process shall remain confidential within human resources, and shall not be used, distributed or disseminated by the Metropolitan Government to any other entity or individual, except as required by state or federal law.