



Quick Stats

Agency	Program/Policy Start Date	Number Served Annually	Annual Budget
Department of Citywide Administrative Services	8/4/11	N/A	N/A

Problem Statement	Over one in four adults in the U.S. have criminal records. Requesting information regarding criminal background history in the initial stages of the application process creates unnecessary barriers to employment for qualified candidates.
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Research and Evidence	Currently, twenty-six major US cities have implemented 'ban the box' policies. Removing conviction history inquiries from the employment application to the final stages of the hiring process gives those with a criminal background a fair opportunity to compete in the job market and supports successful re-entry by removing unnecessary barriers to employment. In Minneapolis, the number of applicants hired with a potentially disqualifying record increased from 5.7% to 60% following a 'ban the box' policy.
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Program Description	Executive Order 151 was launched on August 4, 2011. The goal of the Order is for the City of New York to safely remove barriers that impede otherwise qualified individuals from obtaining employment with Agencies of the City of New York, while still affirming the right of all City agencies to deny candidates employment for legally valid reasons. The order limits City agencies from asking questions regarding an applicant's prior criminal convictions on any preliminary employment application documents, or to ask about an applicant's prior criminal convictions before or during the first interview with the applicant (for those agencies and positions not granted a waiver). The Department of Citywide Administrative Services' Human Capital Division will undertake a two-year pilot program to perform periodic operational reviews of Agency practices to ensure compliance with this order. NYC will also seek to develop metrics in order to monitor the impact of the policy. NYC is also in the process of drafting language to extend the provisions of Executive Order 151 to human service contracts.
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Implementation Timeline	Executive Order training for agency staff delivered– (Fall 2011) Applications revised – (October 2011) Establish tracking metrics – Winter 2012 Monitor impact - Ongoing
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Target Population	Qualified individuals with a criminal history applying for employment with the City of New York.
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Expected Outcomes	Expand pool of diverse, qualified applicants
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