



## **CCAO releases bulletin on ban the box bill**

County Advisory Bulletin (CAB) [2016-01](#), which explains the requirement to "ban the box" on public employer employment applications, was published by CCAO and is now available on our website. HB 56 (effective Mar. 23) prevents all public employers, including counties, from asking about previous criminal convictions on their job applications. The bill does not prohibit a public employer from including in a job application a statement notifying applicants about potential disqualification if they have a particular criminal history. Public employers are not prohibited from inquiring about felony convictions later in the hiring process. The inquiry is only "banned" from the job application itself.

All county offices/human resource departments should review and revise all applications for any position within county government in order to be in compliance with the provisions of HB 56 by March 23. Conduct an audit of all hiring processes to ensure that any inquiry about convictions occurs at an appropriate time during the hiring process and that that inquiry is sufficiently documented. It is also recommended that training be provided to all managers involved in the hiring process to ensure compliance with HB 56.

If you have any questions, please contact CCAO Legislative Counsel [John Leutz](#) at (614) 220-7994 or (888) 757-1904.