



Louisiana  
**SCS**  
State Civil Service

**BYRON P. DECOTEAU, JR., DIRECTOR**

Post Office Box 94111  
Baton Rouge, LA 70804-9111

Phone: 225-342-8274

Fax: 225-342-8058

[www.civilservice.la.gov](http://www.civilservice.la.gov)

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**DATE:** May 15, 2017

**TO:** Heads of State Agencies and Human Resources Directors

**SUBJECT:** Adoption of Civil Service Rule 22.4.1

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At its General Business meeting held on May 3, 2017, the State Civil Service Commission adopted proposed Civil Service Rule 22.4.1 titled "Criminal History Inquiry", effective July 1, 2017.

The rule will read as follows:

### **22.4.1 Criminal History Inquiry**

No state employer, when filling a position in the classified service, may inquire on an initial application form about a prospective employee's felony criminal history unless it is for a position that has a legal restriction that prohibits employment due to a criminal conviction. However, during the candidate's interview or after the candidate has been given a conditional offer of employment, the appointing authority or his or her designee may inquire about the candidate's criminal history.

Under the provisions of 22.4.1, State Civil Service will allow the addition of supplemental questions related to felony convictions to the application for employment for jobs which have a legal restriction to hiring candidates with such backgrounds as stated on the job specifications under Necessary Special Requirements or a similar note. A list of these jobs can be found [here](#). Staffing Division consultants during their normal review of draft postings will ensure that these jobs have the needed supplemental questions in place before activating the postings for jobs in this list as the questions are needed to screen applicants prior to placement on eligible lists.

For other jobs which have some form of legal restriction not reflected on the job specification but applicable to a particular position or agency setting, State Civil Service will allow the agency to add supplemental questions concerning convictions. In such cases, the agency will be required to document the legal restriction that serves as the basis for adding the question(s) in the LA

Careers Online Application System through either a note in the exam plan or in the comments section of the requisition. During the normal review of draft postings, Staffing Division consultants will verify the presence of this required documentation before the posting is activated.

Any questions concerning the adoption of this amendment may be address to Joan Haase, Staffing Division Administrator, at [Joan.Haase@la.gov](mailto:Joan.Haase@la.gov) or (225) 342-8274.

Sincerely,

s/Byron P. Decoteau, Jr.  
Director