



Indianapolis Public Transportation Corporation
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Information Update – Second Chance Hiring Initiative

To: Chair and Board of Directors
Through: President/CEO Inez P. Evans
From: Vice President of Human Resources Jeff Brown
Date: January 5, 2021

SECOND CHANCE HIRING INITIATIVE

BACKGROUND:

IndyGo recognizes that there is a stigma associated with a criminal record that has resulted in significant obstacles for individuals with criminal backgrounds to obtain employment. To this end, IndyGo is committed to second chance hiring to give otherwise qualified applicants with criminal backgrounds the same consideration as any other applicant, when their record has no bearing on job requirements, and to also support their reentry into the workforce. IndyGo is implementing a Second Change Hiring Policy (“the Policy”), effective January 18, 2021. The Policy’s purpose is to level the playing field for applicants who may be highly qualified but have had a criminal conviction.

Under this new Policy, IndyGo will not make inquiries into an applicant’s criminal background, unless and until it has issued a conditional offer of employment to that applicant. When IndyGo makes a conditional offer of employment, it will conduct a background check into the applicant’s criminal background. Criminal convictions can be considered only if they occurred less than seven (7) years from the time of application (not counting time of incarceration) and arrests that did not lead to conviction will not be used in employment decisions. If the criminal background reveals a conviction, the new Policy requires Human Resources to conduct an individualized assessment into the applicant’s criminal background by assessing certain factors. Applicants that appear to have something potentially adverse on their record are allowed to participate in a review by providing additional information that only they can give (i.e., rehabilitation efforts, continuing education, work experience, etc.) before IndyGo makes a final decision to hire. IndyGo will not withdraw a conditional offer of employment to an applicant because of the applicant’s criminal background unless it has determined that the applicant is unsuitable for the job based on the individual assessment.

These new hiring practices offer the applicant who has a criminal history a fair chance at employment.

RECOMMENDATION:

Receive the report.

Jeff Brown
Vice President for Human Resources