



We want you to weigh in on the national campaign for President Obama to issue an executive order to Ban the Box!

LSPC has initiated the Take Two campaign to support our ongoing efforts asking President Obama to issue an executive order that will require private contractors doing business with the federal government to “Ban the Box” on employment applications. The goal is to have 2,000 letters from people incarcerated in California prisons sent to President Obama by Dec. 1st.

Personal letters have far more impact than form letters, so we want you to write your letter in your own voice – a voice that is too seldom heard in national policy discussions! To provide some guidelines and information we put together the template below, for a letter asking President Obama to issue an executive order. Please adapt it to your own thoughts.

Please send your letters to us and we will fax them to all the White House offices listed below. Our address is:

Legal Services for Prisoners with Children
1540 Market St, Ste. 490
San Francisco, CA 94102

Date:

The President
The White House
1600 Pennsylvania Avenue NW
Washington, DC 20500

Cecilia Muñoz
The White House
1600 Pennsylvania Avenue NW
Washington, DC 20500

Roy Austin
The White House
1600 Pennsylvania Avenue NW
Washington, DC 20500

Dear Mr. President, Director Muñoz, and Director Austin:

- 1) Salutations**
- 2) Your request**

1540 Market St., Suite 490,
San Francisco, CA 94102.

Phone: (415) 255-7036
Fax: (415) 552-3150

www.prisonerswithchildren.org

For President Obama to issue an executive order to Ban the Box by removing questions about criminal history on job applications for private contractors working for the federal government.

3) A paragraph about why there is a need to Ban the Box

Possible info you could include here:

- Approximately 650,000 men and women are released from prison every year into a society that legally discriminates against them by denying us employment.
- California has a 60% recidivism rate, which is still far too high
- The executive order would affect 20% of all US jobs.

4) What it means to me (give a little here about your own or a family member or friends struggle with employment, and how you think banning the box could help.)

Possible info to include here:

- Banning the box gives people with incarceration and conviction histories a better chance, since it is more likely they can be judged on their skills, meet face to face with an employer, and be able to share their own unique circumstances

5) What it needs to have

Please include the following information about what is needed for an executive Ban the Box that would both provide fairness for people being released and for those with arrest and conviction histories, as well as to ensure that federal agencies and federal contractors are accountable for their hiring practices.

- Require an individualized assessment for every applicant that includes date of the conviction, relevance of conviction to position applied for, and evidence of rehabilitation
- Require employers to provide applicants a copy of conviction history, and opportunity to review background check results before denial
- Include an applicant appeals process with the Equal Employment Opportunity Commission and Office of Federal Contract Compliance Programs
- Mandate penalties for corporations and contractors who do not comply with the directives of the executive order or the legislation
- Prohibit the federal employers from asking about a person's conviction history, arrest record, expunged offenses, dismissals, or juvenile offenses until after a conditional offer of employment

6) Closing

Possible references that could be included here:

- President Obama called for banning the box in a speech this summer to the NAACP
- He is the first sitting president to ever visit a prison and speak with incarcerated people
- Any other personal thoughts

Respectfully,
Name
Address

CC: Cecilia Muñoz
Roy Austin