

## CRIMINAL BACKGROUND CHECKS

In a continuing effort to further ensure the safety and welfare of students and staff, the College requires criminal records checks on all newly hired full-time and part-time employees. Criminal background checks will be conducted for student employees, volunteers, and employees hired or transferring into a position that requires:

- Handling money
- Utilizing College purchasing/credit cards
- Having direct, unsupervised contact with minors under the age of 18 or persons with developmental disabilities
- Access to data-sensitive information<sup>1</sup>
- Work in security-sensitive positions such as Information Technology positions
- Any position issued master keys to College facilities

Final candidates and employees required to submit to a background check must sign a release form authorizing the College to conduct a background check.

“Direct, unsupervised contact” means contact with children (under age 18) or developmentally disabled persons that provides the employee opportunity and probability for personal communication or touch.

The College will use the information from the criminal background report in conjunction with the following guidelines to determine an applicant’s eligibility for employment:

1. The passage of time since the commission of the crime
2. Nature of crime
3. Relationship between the job to be performed and the crime committed
4. Number of convictions
5. Rehabilitation efforts

Generally, the applicant may not begin work or be unconditionally hired before the results of the background check are known and meet the above-stated criteria. The opportunity to become employed or transfer into a qualified position will terminate immediately for all prospective employees considered ineligible according to the criteria set forth above.

If an applicant is determined to be ineligible based on the above guidelines, the College will provide notice to the applicant of the disqualifying information and will give the applicant five business day to dispute the information contained in the report before a final decision to hire is made. If, after the five-day period has expired, the applicant does not dispute the information contained in the report, the College will disqualify the candidate from employment consideration.

An individual who has failed to disclose the presence of criminal convictions will not be employed by the College. Any false statement made by an applicant on the employment application, during the interview process, or at any other time during the application process, or refusal to submit or consent to a criminal background check will also disqualify the applicant from any employment consideration. Similarly, a current employee must report criminal convictions (other than a minor traffic infraction) to the Executive Human Resources Director and/or his/her supervisor.

<sup>1</sup>Data-sensitive information means employees’ or students’ social security numbers, dates of birth, driver’s license numbers, medical information, personal financial information, education records as outlined by FERPA, or criminal background information.

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