A background check, to include a criminal records check of an individual's county, state, and federal criminal history, shall be conducted on all applicants who are finalists for employment.

The results of background checks shall be considered in hiring decisions. If an applicant's background check or criminal history indicates that the person poses a threat to the physical safety of students or personnel or that the person has demonstrated that he or she does not have sufficient integrity, honesty, ethics, or other traits to fulfill his or her duties as a college employee, then the person's offer of employment will be withdrawn.

The refusal to consent to a background check will result in the applicant not being offered employment, or if a conditional offer has been made, the offer will be withdrawn. If a person omits information or gives false information concerning his or her criminal history on his or her employment application, background check form, résumé, or any other required or submitted application-related document, that person may not be offered employment.

REFERENCES

Statutory References	None
Regulatory References	None
Relevant Guidance	None
Policy Manual Cross-References	None

PROCEDURE HISTORY

February 2016	Adopted.
November 18, 2026	Reorganized as Procedure 3.1.2.2 - Background Checks.