



River Parishes Community College

PRE-EMPLOYMENT BACKGROUND CHECK POLICY

Effective July 1, 2013

PURPOSE

The purpose of this policy is to provide procedures and guidelines for the implementation of background investigation checks, to include criminal history, for all classified and unclassified staff and faculty hired by the College.

POLICY

River Parishes Community College will conduct pre-employment background checks, to include criminal history, through a third party vendor on final applicants for all new faculty and staff, including classified staff, unclassified staff, and all full time, part time and temporary faculty and staff.

REQUIRED SERVICES

- **Classified Positions:** A criminal records search is required on all classified positions. HR will conduct the background check on the candidate selected. The background check must be complete before HR will make the job offer. The background check will include a Parish/County Criminal History Search, a National Crime Index Search and an address search.
- **Unclassified Positions:** A criminal records search is required on all faculty, other academic, and professional positions. HR will conduct the background check on the candidate selected. The background check must be complete prior to the date of employment. The background check will include a Parish/County Criminal History Search, a National Crime Index Search and an address search.
- **Temporary Positions:** A criminal records search is required on all temporary positions. A temporary employee may not begin work prior to the completion of the background check.

NOTE: Any additional background check beyond the required services (such as a consumer credit report) is at the department's discretion. Any department having a fiduciary responsibility may request a consumer credit report of a finalist applicant who may routinely handle cash. This additional background check is requested before the position is advertised.

PROCEDURES

In order for the pre-employment screening process to achieve the desired results, departments must follow the procedures listed below:

1. **Full-time classified and unclassified positions** - The department head will submit the appropriate form to the Director of HR requesting to hire the final applicant. HR will request that the final applicant to complete and sign the "Background Screening Notification and Authorization Form."
2. **Part-time, temporary, classified and unclassified positions** – The hiring department should provide the final applicant with the information sheet and send them to the Human Resources department to complete a Background Screening Notification and Authorization form. The hiring department should forward all necessary paperwork to HR.

The investigation takes three to five working days on average from receipt of the completed form. Any final applicant who refuses to provide a signed authorization form will be ineligible for consideration for the position sought.

An offer of employment should not be made prior to the completion of the background check. In case of an emergency hire, an offer of employment may be made prior to the completion of the background check with the approval of the Chancellor or their designee. However, continued employment is contingent upon a satisfactory background report. Hiring authorities should include the statement, "Employment is contingent upon the completion of a background check and may be terminated upon receipt of the results of a background check deemed unsatisfactory," to any contract or offer letter if the background check is not completed. Background checks revealing misrepresentations may be grounds for immediate rejection of the application.

After the background check report has been provided to the Human Resources Department, the hiring authority will be notified of the results. For classified employees, if the results are favorable, HR will make the job offer. For unclassified and temporary employees, an offer of employment may be made contingent on a satisfactory background check and this contingency should be included within the offer letter or contract. If the results are favorable, the hiring department will be notified of the results and a job offer may be made.

When considering whether to employ an individual with an unfavorable background check the following factors will be assessed during the background investigation review:

- the relevance of a criminal conviction to the posted job duties;
- the date of the most recent offense;
- the nature and number of convictions;
- the relative threat to the security of BPCC or its employees and students; and
- the accuracy of the information the individual provided on the employment application and/or in the recruitment process.

The finalist will be contacted by Human Resources of the unfavorable background check and given a maximum of ten days to refute, explain, or correct the information. If there is no change in status within ten days, the finalist will be withdrawn from the candidate list. The College may refuse to hire a finalist, may withdraw a conditional offer of employment to a finalist, or may terminate a current employee who has made false representation of material facts or omitted factual information in the employment process.

If the finalist is a current employee of LCTCS, his or her suitability for continued employment will be evaluated. Human Resources will work with the third party vendor to conduct a review of the background results for the applicant and to evaluate the value of the current information against the total past employment record and future employment potential. Only College designated employees may initiate a background check or receive results. Results of all background checks will be kept confidential and will not be disclosed except to the extent necessary to administer and enforce this policy.

SCREENING PROCESS

- National Crime Index Search – provides a multi-jurisdictional information from multiple sources including County Records, State Department of Corrections, Sexual Offenders Lists and Administrative Office of Courts.
- County Criminal History Search – provides a criminal history of counties and/or parishes in which the applicant has worked, attended school, and/or resided (if different from the county/parish which he/she worked) within the last seven years. This check is for all felony, misdemeanor convictions, and related activity on record (include open arrest warrants or charges for failure to appear in court).
- Social Security Number Trace – determines all names and addresses that have been used by a given Social Security Number for past seven years. This measure would prevent concealing previous addresses for the purpose of concealing a criminal record.
- Consumer Credit Report – provides information regarding trade accounts (credit cards, phone bills, insurance, mortgage, and charge accounts), accounts that have had negative action on them (write-offs, bad debt, collections, foreclosures, and repossessions), and public records (civil judgments, tax liens, bankruptcy).