

## POLICIES AND PROCEDURES

Subject: Background Investigations Reference: F-V-d, 6

Source: President Eff. Date: August 21, 2007

Approval Auth.: President Approved: \_\_\_\_\_

Remarks: Replaces previous policy dated April 16, 2007

Date: August 21, 2007

McLennan Community College is committed to providing a safe and secure work environment conducive to academic and administrative pursuits. To accomplish this, the College conducts background investigations on positions that are deemed security sensitive\* to obtain criminal history record information.

Background investigations, including arrests and criminal conviction reviews, will be conducted on all individuals potentially hired by the College no more than 60 days before employment. Employment with the College is contingent upon the results of the investigative report.

Background investigations will be conducted on current McLennan Community College employees who are reassigned or promoted.

Any false statements or omissions during a background investigation constitute grounds for rejection of an application or dismissal from employment.

### **PROCEDURES**

Hiring supervisors will follow the procedures below to ensure that a background investigation is completed for any person (including student workers) hired by the College:

1. Candidates selected to be interviewed will be advised by Human Resources of the required background investigation of all applicants recommended for employment and that any background information, falsely reported, is cause for withdrawal of an employment offer and/or cause for termination of employment.
2. The immediate supervisor will notify the Human Resources Office of the prospective applicant and the job title being filled.
3. Human Resources will forward the prospective applicant's information to the McLennan Community College Police

Department for the background investigation. In addition, Human Resources will check the Texas Department of Public Safety's Sex Offender Registry website for information on the applicant.

4. Campus Police will discuss findings of the background investigation with the Executive Vice President.
5. If a criminal conviction has been reported by the applicant or the background check reveals a criminal conviction, Campus Police will confer with the Executive Vice President to determine the nature and age of the crime, the position sought and duties, rehabilitation, the candidate's employment history and references. The Executive Vice President will discuss findings with the appropriate Vice President.
6. The parties listed above decide if the hiring process may continue, and the hiring supervisor will be notified by the appropriate Vice President. The Director of Human Resources will notify the candidate when the hiring process is stopped, and will provide the employee or candidate a reasonable opportunity to submit information to refute the accuracy or completeness of a negative report before a final decision is made.
7. Conditional job offers may be extended pending the satisfactory results of all investigations.
8. Criminal History record information obtained by the College will be used only for evaluating the applicant for employment in the position and will not be released or disclosed to any person except on court order.
9. After the position is filled, or the expiration of any probationary period, whichever is later, all criminal history record information obtained about the person shall be destroyed by the College Chief of Police.

\*Due to the broad access to computers and capital equipment, all positions at MCC are considered to be security-sensitive.