

## **CRIMINAL BACKGROUND INVESTIGATION**

### Policy:

To protect the welfare and provide for the safety of the students, employees, and institutional resources of Pearl River Community College, the College will conduct a criminal background investigation on persons prior to their being recommended for employment. The College also reserves the right to conduct a criminal background investigation on current employees.

### Procedure:

All applicants for vacancies first advertised on or after June 1, 2007, will have a criminal background investigation completed prior to receiving an offer of employment. Applicants for positions or jobs of all categories, including faculty and staff, whether they are continuing or temporary positions or jobs, will be advised on the application form that a criminal background investigation is a condition of employment and that all convictions must be included on the application and/or disclosed during the employment process. False statements, including omissions of material fact, will disqualify an applicant from further consideration for employment. An applicant who provides misleading, erroneous, or deceptive information on the application form, resume, credential documents, or in an interview will be eliminated from further consideration for employment or, if already hired, be subject to termination of employment.

It is the responsibility of the Office of the President of the College to initiate the criminal background investigation and to receive the results of the investigation. After review and evaluation of an individual's criminal history a determination will be made as to whether the individual presents a questionable risk for hire, or, if then under contract of employment, for continuation of employment under that contract. This determination may be based on such things as the specific duties of the position, the nature of the offense(s), the circumstances of the offense(s), how long ago the conviction(s) occurred, and perhaps other factors. (Note: A conviction is defined as any finding of guilt by a court, whether as the result of trial or the entry of a plea of guilty or plea of nolo contendere.)