



<p align="center"><b>Policy Title</b></p> <p align="center">Employment Criminal Background Check</p>	<p align="center"><b>Original Adoption Date</b></p> <p align="center">7/01/07</p>	<p align="center"><b>Policy Number</b></p> <p align="center">HR-189</p>
<p align="center"><b>Responsible College Division/Department</b></p> <p align="center">Human Resources</p>	<p align="center"><b>Responsible College Manager Title</b></p> <p align="center">Vice-President of Human Resources and Talent Development</p>	
<p align="center"><b>Policy Statement</b></p> <p>The Human Resources Department will conduct criminal background checks on all new employees, including student workers. Employment is contingent on the applicant’s completion of Background Information Disclosure (BID) form, the College securing a summary of records of criminal conduct as applicable, and review of this summary by the Vice-President of Human Resources and Talent Development, and other College officials, as needed.</p> <p>The College may conduct criminal background checks on current employees. Current Employees: All employees have an ongoing responsibility during their employment to make the college aware of any felony or misdemeanor convictions or pleas which are acknowledgements of responsibility. Any convictions or pleas should be reported to Human Resources. The college may then conduct a new criminal background check as deemed necessary. Failure to disclose a change in one’s criminal record may be immediate cause for dismissal.</p>		
<p align="center"><b>Reason for Policy</b></p> <p>Lakeshore Technical College has a long-standing commitment to maintain the highest standards of conduct on the part of both staff and students as well as to provide a safe and healthful learning and work environment. In addition, employing quality staff is one of the most important obligations of the College because of its impact on academic programs.</p>		
<p align="center"><b>Cross References and Legal Review</b></p> <p>Employee Code of Ethics Policy Employee Conflict of Interest Policy Progressive Discipline Policy</p> <p>WTCS State Policy #801</p> <p><b>Reviewed/Revised:</b> 11/23/2015; 3/4/19 <b>Legal Counsel Review and Approval:</b> 12/3/08; 9/17/13 <b>Board Policy:</b> III.A. General Executive Constraint, III.B. People Treatment, III.C. Compensation and Benefits</p>		
<p align="center"><b>Definitions</b></p>		

See [Employment Criminal Background Check Procedure](#)