



Policy Title Employment Criminal Background Check	Original Adoption Date 7/01/07	Policy Number HR-189
Responsible College Division/Department Human Resources	Responsible College Manager Title Executive Director of Human Resources	
Policy Statement		
<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>		
Reason for Policy		
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.		
Cross References and Legal Review		
<p>Cross Reference: Employee Code of Ethics Policy Employee Conflict of Interest Policy Progressive Discipline Policy</p> <p>WTCS State Policy #801</p> <p>Reviewed/Revised: 11/23/2015; 3/4/2019 Legal Counsel Review and Approval: 12/3/08; 9/17/13 Board Policy: III.A. General Executive Constraint, III.B. People Treatment, III.C. Compensation and Benefits</p>		
Definitions		

See [Employment Criminal Background Check Procedure](#)