

Background Check Policy

Purpose:

Randolph College is committed to providing a safe campus environment for its students and employees. The College will conduct background checks on all faculty, staff, and regular volunteers (e.g. volunteer assistant coaches), including individuals assisting with summer camps (Randolph College students included), visiting writers and dancers, docents at the Maier prior to an offer being made or the individual starting. (This includes individuals that are rehired by the College.) Background checks are also required on all student employees in the Randolph College Nursery School. An applicant who refuses to complete, sign, and submit the release form will be removed from further consideration for the open position.

Note: If an adjunct has not taught within the previous 12-months a new background check must be performed.

Types of Checks:

The following checks are completed on the most favorable applicant after signed written consent is given from the potential employee:

- **Education Verification** - We verify all high school/GED or post secondary degrees.
- **Employment Verification** - We verify prior employment.
- **Social Security Tracer** - We conduct a search of the individual's social security number, to include when and where and to whom the number was issued.
- **Criminal History Check & National Sex Offender Registry**- We conduct a criminal records search in individual and selected counties in the United States, which will include the details of all felony/misdemeanor arrests and charges, along with disposition of each.
- **Motor Vehicle Check** – We conduct a search of the individual's driving record for those individuals who will be driving College vehicles and those individuals who will be driving vehicles rented through the College. In addition, annually the College will do random DMV checks on regular drivers. (See Vehicle Operations Safety Policy.)
- **Credit History Report** – We conduct a search of the individual's credit history for the following categories of employees: Business Office, Human Resources, Information Technology, Development employees, and the President. Being able to manage one's personal finances can be an indicator of the individual's ability to manage the institution's funds.

The individual department doing the hiring will continue to verify the education and employment history. HR confirms that this had been completed prior to job offer.

If an employee is seeking a transfer or promotion to a position requiring a motor vehicle check or a credit history check, one will be performed.

The Human Resources Department will conduct the Social Security Tracer, Criminal History Check and National Sex Offender Registry Check, Motor Vehicle Check, and Credit History Check using an outside source.

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If the results of an applicant's criminal history record investigation indicate that the applicant may be a safety or security risk, the Director of Human Resources and the Director of Campus Safety, and the head of the division will evaluate the findings, along with the potential risks. The evaluation shall be based on such factors as the duties of the position, the nature and number of offenses, the dates of the offenses, employment and rehabilitation history, accuracy of the information on the employment application, and other job-related factors. The Director of Human Resources will ensure that the applicant receives a copy of the investigation results along with a printout of his/her legal rights.

The applicant will be given the opportunity to respond to the results and submit an explanation.

Contract employees through ARAMARK who are on campus, should also have the Social Security Tracer, the Criminal History Check, and National Sex Offender Registry Check. The Vice President for Finance and Administration will ensure this activity is taking place.

General Information:

1. Criminal history record information will be used only for the purpose of evaluating applicants for employment and shall in no way be used to discriminate on the basis of race, color, national origin, religion, sex (including pregnancy), sexual orientation, gender identity, gender expression, disability, age, marital status, veteran status, genetic information, or any other protected category.
2. Preferably, offers of employment will not be made until the background check has come back. If it is necessary to offer employment before the background check is complete, the offer of employment will be made on a contingent basis pending satisfactory background check results.
3. Criminal history or criminal conviction information will be treated as confidential information, as required by law. Such information will not be made a part of the applicant's file or the employee's personnel file. Nor will the information be communicated to any unauthorized person when prohibited by law.
4. Randolph students working or volunteering with camps must have an initial background check before they start. If there is no lapse with the College, meaning the student remains enrolled with the College once the check is done, a new check will not be needed each year.
5. Student team players helping with one-day athletic clinics will not be required to undergo a background check due to the limited exposure. The Director of Athletics will consult with the Director of Human Resources on a case by case basis.
6. Nothing in this policy shall be construed to prevent a hiring supervisor or the Director of Human Resources from discussing the applicant information from the criminal background check for purposes of verification or clarification.
7. All Background Checks will be conducted in accordance with the Fair Credit Reporting Act.

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8. Background history reports will be maintained in a secured file in the Human Resources Department.
9. The cost of background checks for camps or various activities will be charged back to the specific areas.

Findings that may lead to denial of employment shall include the following acts or omissions:

Conviction of a Felony in the Commonwealth of Virginia or any other jurisdiction of the United States within the last 15 years.

Conviction of a Misdemeanor in the Commonwealth of Virginia or any other jurisdiction of the United States for one of the following crimes within the last 15 years including, but not necessarily limited to:

- Abduction
- Abuse or neglect of an adult
- Arson
- Assault with the intent to commit a crime
- Breaking and entering
- Burglary
- Carjacking
- Carrying or wearing a weapon
- Child Abuse/Neglect
- Confinement of an unattended child
- Contributing to the delinquency of a minor
- Cruelty to animals
- False imprisonment
- Forgery
- Hiring, soliciting, engaging, or using a minor for the purpose of manufacturing, distributing, or delivering a controlled dangerous substance
- Possession of illegal paraphernalia
- Pornography (child)
- Possession with intent to manufacture, distribute, or dispense a controlled dangerous substance
- Prostitution or pandering
- Rape or reckless endangerment
- Robbery
- Sex offenses
- Weapons (firearms) violations of federal or state laws
- Religious or ethnic crimes
- Unnatural or perverted practices
- Any other crime that brings into question a person's suitability

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In addition, the following actions may make an applicant ineligible for employment:

1. New applicants receiving Probation Before Judgment (PBJ) for any of the above mentioned crimes within the last four years especially if additional information obtained indicates that undesirable activity is involved.
2. Pending criminal action that precludes an employee from working in a facility.
3. Failure to disclose a Conviction, Probation Before Judgment, or pending criminal or social services issue on the employment application or background check application.