



**Rowan College
of South Jersey**

Policy: 7401
Title: **BACKGROUND CHECKS AND SELF-DISCLOSURE
OF CRIMINAL ARRESTS AND/OR CONVICTIONS**
Area: Human Resources
Approved: 07/01/19

The College seeks to provide a safe and secure campus environment and protect its financial and physical assets by establishing a formal background review and self-reporting process for all full-time, part-time, and temporary employees; volunteers; work-study students; interns (paid or unpaid); third-party consultants and/or contractors; or other similar positions engaged in any work capacity effective on or after the date of this policy.

Background Checks

Human Resources (HR) staff will conduct standard background checks (Criminal History and Sex and Violent Offender Registry Checks) for all positions while some additional checks (Educational and Employment verification, Motor Vehicle Records, License verification, etc.) are conducted, as needed, based on appointment requirements.

All appointments will be contingent upon the candidate consenting to the background check. Individuals refusing to consent to or cooperate in securing the required background checks or who provide inaccurate information will not be considered for the position.

Individuals may be disqualified from employment on the basis of a conviction disclosed by a criminal history background check.

Post-Appointment Self-Reporting

Once formally engaged (paid or unpaid) by the College, each individual will be required to notify HR of any criminal activities with which they are charged, within 72 hours of knowledge of the arrest or conviction.

The disclosed information will be used only if appointment related and will not necessarily adversely affect the College's decision to engage the individual. Failure to self-report any arrest or conviction however, may result in disciplinary action up to and including termination.

The President will establish administrative procedure to implement this policy.

References:

Rowan College of South Jersey Administrative Procedure, *7401 Background Checks and Self-Disclosure of Criminal Arrests and/or Convictions*