Student Criminal Background Check
Scheduling Procedure
Effective 8/27/2012

PURPOSE: Many college level courses now require students to have a criminal background check performed prior to on-site visits involving vulnerable populations (i.e., elementary/secondary schoolchildren, hospital patients, nursing home residents, etc.). Security is the campus' designated department to perform these checks. Because security performs background checks on hundreds of our students, the following procedure has been implemented to quickly and efficiently perform these checks:

PROCEDURE:
1. Due to the confidential nature of the background check and the cost to purchase the software, only 1 computer on campus is equipped with this capability. It is located in the Business Office.

2. As early into the semester as possible, the instructor of the course (for which a criminal background check is required) shall contact the Business Office (x53231) to schedule a background check for all students enrolled in the class. Students will need to come to the Business Office during an arranged time period. All checks will be conducted by the campus Security Officer.

3. A week prior to the requested background check, the instructor shall provide Tracy Mastri in the Business Office with the a roster from Flashline that indicates course name, instructor's name, and names of enrolled students. The instructor shall inform students to bring their valid driver's license in order to expedite the process (the license allows the student information to be swiped into the computer instantly versus manually typing in the information). If they do not have a valid driver's license, they can use a state id.

4. After taking fingerprints, security will run the background check on the computer. Results take approximately two (2) business days to return. Once received, Security will forward all individual results to the instructor via a secured, confidential envelope.

5. Due to the nature of what is sometimes discovered during the background check, some results are mailed directly to the student's home. When this occurs, Security will indicate the exception to the instructor.

6. In the event that a student misses the class in which the background check was performed, that student should contact the business office at 330 244 3232 between 8 am and 5 pm, Monday through Friday to arrange for another time to come to the business office.

7. Security gives the completed classroom roster (or individual paperwork) to Joe Polack, Business Officer, in order to IDC the appropriate department.

Students should make a copy of their results, keeping the original in a safe place. If students lose their background check within 1 year of receiving it, the business office will need to charge them to have it processed again.

Note that a background check is good for one calendar year.