

Title: Background Checks – Screening Process	Procedure Number: 6-H	Page 1 of 1
Board Policy or Policies: Board Policy 6.7 (Background Checks)	Adopted by: Carrie Besnette Hauser, President Date of Last Revision: October 12, 2016	

Colorado Mountain College requires criminal background checks for all employees who work at the college, including part-time and student workers. Colorado Mountain College expressly adheres to the standards of Title VII of the Civil Rights Act of 1964 pertaining to Equal Opportunity Employment.

Criminal background checks that reveal prior convictions will be screened on a case-by-case basis by a committee of college administrators, including the college’s legal counsel.

During this individualized assessment, the screening committee will review the duration, timing, severity, and nature of the applicant’s previous conviction or convictions. The committee will also review the essential job requirements of the position for which the candidate has applied and identify if any of the candidate’s previous convictions suggest that he or she is unfit to fill the position. Felonies and convictions presenting apparent safety concerns, especially for sensitive activities (such as delivery of medical services) or vulnerable populations (including children and enrolled students), will be given additional consideration.

The committee will record its findings and its justification in the employee’s official file in the Office of Human Resources.

The committee may share its final assessment with the employee’s supervisor as well as request documentation of additional monitoring by the supervisor, should the employee’s background present information that is considered relevant to his or her performance at the college.