

602.3 - Criminal History Background Checks – Job Applicants/Employees

Purpose:

To establish Bismarck State College's policy to address conducting criminal history background checks.

Policy:

Criminal history background checks are authorized and required before a person may begin employment with Bismarck State College.

As stated in SBHE Policy 602.3, a nationwide Federal Bureau of Investigation (FBI) criminal history records check (CHRC) is required before beginning employment in the following positions:

- a. Police Officer;
- b. Security Guard; And
- c. Campus police dispatcher/call center operators.

Convictions are not an absolute bar to employment but will be considered in relationship to the job requirements.

References:

SBHE Policy: 602.3 Job Applicant/Employee Criminal History Background Checks

NDUS Procedure: 602.3 Job Applicant/Employee Criminal History Background Checks

NDCC Section 12-60-24

History of This Policy:

First policy draft January 23, 2009. Amended and approved by the Operations Council on January 28, 2009, and by the Executive Council on February 27, 2009.

Revisions – August 27, 2010; December 21, 2010; September 1, 2011; reviewed by the Operations Council on February 22, 2016 and approved by the Executive Council on March 23, 2016; reviewed by the Operations Council on March 22, 2017 and approved by the Executive Council on April 12, 2017; reviewed by the Operations Council on March 11, 2020 and approved by the Executive Council on March 26, 2020.

Reviewed by Campus Council on August 21st, 2023, and reviewed by the Executive Council on August 28th, 2023, and approved by the President on September 21st, 2023. Reviewed by

Campus Council on March 27th, 2024, and reviewed by the Executive Council on April 17th, 2024, and approved by the President on May 9th, 2024.