

**GRAYS HARBOR COLLEGE**  
**Administrative Procedure**

**Subject: Background Checks ALL STAFF**  
**Administrative Procedure Number: 617.01**  
**Date adopted: 5/25/04 Revised: 3/11/11**

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This procedure will be administered as follows:

- (1) The Chief Human Resource Officer will conduct state or national background checks for all persons prior to being offered employment with the college and for all persons who will have unsupervised access to children under 16 years of age, vulnerable adults, or individuals with mental illness or developmental disabilities during the course of employment. Employees will authorize the Chief Human Resource Officer, in writing, to conduct a background check. College work study students who will not be working around vulnerable adults do not need to have a background check completed
- (2) The requirement for background checks will include the following:
  - (a) Any employee seeking a position because of reduction in force, reallocation, transfer, promotion, or demotion, which would put them in a working relationship with children, vulnerable adults, or individuals with mental illness or developmental disabilities..
  - (b) Any applicant prior to appointment into a position that would work with children, vulnerable adults, or individuals with mental illness or developmental disabilities.
- (3) A background check will be conducted on the final preferred candidate prior to appointment. All final candidates will authorize the Chief Human Resource Officer to conduct a background check.
- (4) The Chief Human Resource Officer will use the results of a background check solely to determine the character, competence, and suitability of a person to work with children, vulnerable adults, or individuals with mental illness or developmental disabilities. The background check information will include, but not be limited to:
  - (a) Conviction records, pending charges, disciplinary board final decisions, findings of abuse, neglect, exploitation or abandonment, etc.
  - (b) Evidence that substantiates or mitigates convictions, pending charges, and disciplinary board final decisions including, but not limited to:
    - (i) The employee or applicant's background check authorization and disclosure form;
    - (ii) The employee or applicant' age at the time of conviction, charge, or disciplinary board final decision;

- (iii) The nature and severity of the conviction, charge, or disciplinary board final decision;
  - (iv) The length of time since the conviction, charge, or disciplinary board final decision;
  - (v) The nature and number of offenses;
  - (vi) Vulnerability of the children, vulnerable adults, or individuals with mental illness or developmental disabilities to which the employee or applicant will or may have exposure to;
  - (vii) The relationship between the potentially disqualifying event and the duties of the employee or applicant.
- (5) A permanent employee with a background check disqualification is subject to one of the following actions:
- (a) Reassignment to another position or class load, which does not work with children, vulnerable adults, or individuals with mental illness or developmental disabilities,
  - (b) Voluntary resignation,
  - (c) Non-disciplinary separation.
- (6) The Chief Human Resource Officer will notify employees and applicants that a background check is required for any position that will work with children, vulnerable adults, or individuals with mental illness or developmental disabilities.
- (7) Failure to authorize the Chief Human Resource Officer to conduct a background check disqualifies an employee or applicant from consideration for any position that work with children, vulnerable adults, or individuals with mental illness or developmental disabilities including his/her current position.
- (8) Any applicant denied employment due to a disqualifying background check may request review by the appointing authority (the president or his designee).
- (9) Nothing in this policy will limit the Chief Human Resource Officer from using other authorities to conduct background checks.

Information contained in the background checks will be used solely for the purpose of determining the character, suitability, and competence of the applicant and/or employee. The college will not disseminate this information further. Dissemination and use of such information is governed by the criminal records privacy act, chapter 10.97 RCW. Unlawful dissemination of information protected by the criminal records privacy act is a criminal offense and may result in prosecution.

Reference: 43.43.830-836.