

**3358:11-5-51 Pre-employment background check.**

- (A) Purpose. Owens community college seeks to provide a safe learning and working environment for students, faculty, staff and campus visitors.
- (B) Offers of employment for certain positions are contingent upon clear results of a thorough background check. Pre-employment background checks may include, but are not limited to, a social security number trace report, verification of education and professional licensure, multi-county, state, and/or federal criminal record check, personal and professional reference check and secondary database search including sex offender, fugitive and terrorist lists. In addition, if applicable to a position, a motor vehicle report and/or a credit history report that is consistent with the guidelines set forth by the Federal Credit Reporting Act may be completed prior to employment.
- (C) Implementation. The vice president of human resources will implement procedures consistent with this policy.

Effective date: 12/22/2007

Patricia M. Jezak  
Certification

12/12/2007  
Date

Promulgated under:	111.15
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