

Lakeland Community College

POLICY TITLE:	BACKGROUND INQUIRIES
POLICY NO:	3354-2-20-10
ORIGINALLY APPROVED DATE:	01/15/98
REVISED DATE:	10/31/25, 03/06/03
EFFECTIVE DATE:	10/31/25
NEXT REVIEW DATE:	10/2030
RELATED PROCEDURE:	N/A
RESPONSIBLE OFFICE(S):	HUMAN RESOURCES
APPROVED BY:	BOARD OF TRUSTEES

This policy applies to all full-time, partial-year and part-time administrators, supervisory/professionals, and staff employees, and all full-time and part-time faculty.

- A. It is the policy of Lakeland Community College to protect employees, visitors, students, and all users and guests and the College by maintaining the integrity of the employment process.
- B. Responsibility for Implementation
 - 1. The president shall have the ultimate responsibility for ensuring that employees, visitors, and the College are protected by ensuring the integrity of the employment process using background inquiries.
 - 2. The responsibility for evaluating the ongoing needs for background inquiries has been assigned to the vice presidents for each of their respective areas.
 - 3. The Human Resources Department, in consultation with the respective vice president, shall determine what level of background inquiry is appropriate for a designated position in compliance with federal and state law and college policy or practice.
- C. Background inquiries may be required by law or relevant to the current vacancy and may include, but are not limited to:
 - 1. current and/or prior employment verification;
 - 2. educational degree verification;
 - 3. criminal record check;
 - 4. motor vehicle record;
 - 5. criminal bureau of identification and investigation check;
 - 6. federal bureau of investigation check;
 - 7. drug and alcohol testing; and
 - 8. credit check.
- D. Information collected as the result of a background inquiry, with the exception of employment and degree verifications, shall be kept by the Human Resources Department on a confidential basis.

E. Dissemination of Policy

1. Lakeland's policy on background inquiries shall be available to all applicants for employment.