

<b>Policy:</b> Criminal Background Checks	<b>Number:</b> 623.01
<b>Date Revised:</b>	<b>Supersedes:</b>
<b>Cross Reference:</b> The <i>Alabama Community College System Policy 623.01</i>	<b>Issued:</b> 06-14-2023

A criminal background check shall be conducted through a vendor the Chancellor selects on all new hires and volunteers at each institution. A criminal background check may also be conducted for selected internal candidates or if the institution reasonably suspects that a current employee or volunteer has been convicted of a felony or a crime involving moral turpitude. Individuals convicted of a felony or crime involving moral turpitude will not be eligible for employment or volunteering except with the Chancellor's approval.

The Alabama Department of Corrections (ADOC) policy ensures that background investigations are conducted on all employees, interns, contractors, visitors, vendors, and volunteers for employment and/or entry into ADOC institutions at least once every five years.

Therefore, under this policy, Ingram State Technical College will perform criminal background checks on all employees during the hiring process and at least once every five (5) years.