

BROOKDALE COMMUNITY COLLEGE COLLEGE POLICY

3.0004 Conducting Background Checks

I. Title of Policy

3.0004 Conducting Background Checks Policy

II. Objective

All successful candidates for employment who are 18 years of age and older, including faculty, administrators, and support staff in regular, temporary, adjunct, hourly and volunteer positions shall have certain credentials, criminal and other background information verified as a condition of employment.

III. Authority

The Bylaws of the Board of Trustees; New Jersey Opportunity to Compete Act, N.J.S.A. 34:6B-11 et seq.; Fair Credit in Reporting Act (FCRA), 15 U.S.C. 1681 et seq.; and New Jersey Clean Slate Law, N.J.S.A. 2C:52-1 et seq.

IV. Policy Statement

The College is committed to providing a safe and secure environment for its students and employees and protecting its financial and material assets. To achieve this objective, the College performs background checks on successful candidates and volunteer positions. This policy is intended to assist the College in meeting its commitment of providing a safe and secure learning and working environment while ensuring that its mission and academic and community commitments are supported by qualified candidates.

All successful candidates for employment positions at the College in the categories noted above must undergo a background check and have certain credentials verified as a condition of employment.

The President is charged with establishing a regulation and processes for background checking to ensure a safe and secure environment and that the background checks are conducted in a fair, non-discriminatory, and legally compliant manner.

V. Responsibility

President

Approved: Board of Trustees, 10/27/2020

Approved: Board of Trustees, 04/29/2025