

PROCEDURE 2.17: CAMPUS SECURITY

Sandburg determines which positions are classified as security-sensitive including those having direct and significant impact on the safety and wellbeing of students, staff and the college.

The president's cabinet declares positions as security-sensitive upon the recommendation of the college's chief human resources officer. This designation appears in the position description and subsequent position opening announcements.

A qualified agency will complete a background check upon employing a person in any security-sensitive positions. Criteria used in determining these positions includes, but aren't limited to those positions that:

- a. Control access to the college's network and infrastructure
- b. Handle money
- c. Require the safeguarding of confidential information from unauthorized or premature disclosure

If convicted of a state or federal felony or misdemeanor within the past five years, the college may not automatically exclude applicants from consideration for service. The college may also consider the following information:

- a. The type of crime
- b. The number of crimes
- c. The nature of the offense(s)
- d. Age at the time of the offense(s)
- e. Length of time elapsed since last conviction
- f. Relationship of the crime and capacity to do work with security clearance
- g. Evidence of rehabilitation

Convictions for committing or attempting to commit a crime as defined under such headings of the criminal code may be cause of denying employment:

- a. Soliciting for a juvenile prostitute
- b. Juvenile pimping
- c. Exploitation of a child
- d. Obscenity
- e. Child pornography
- f. Harmful material
- g. Criminal sexual assault
- h. Criminal sexual abuse
- i. Aggravated criminal sexual abuse

Additional examples include conviction for a controlled substance, theft/burglary, criminal damage to property, embezzlement and/or fraud.

Human Resources, in cooperation with the chief public safety officer, conduct the background checks, and the results are shared with the appropriate cabinet officer and subsequently are maintained in a central, confidential file in Human Resources. Only those persons having a job-driven need to know are allowed access to this file.

Original: 2/89
Reviewed: 12/17, 1/24
Revised: 12/17, 1/24