

Carl Sandburg College will determine what positions within its control it will classify as security-sensitive including those having direct and significant impact on the safety and well-being of students, staff, and the College.

The President's Cabinet will declare positions as security-sensitive upon the recommendation of the College's Human Resources Officer. This designation should appear in the position description and subsequent position opening announcements.

Positions declared security-sensitive will have a background check accomplished through a qualified agency upon employing a person in that position. Criteria used in determining these positions will include, but not be limited to:

- a. those positions that control access to the College's network and infrastructure,
- b. those positions that handle money, and
- c. those positions that require the safeguarding of confidential information from unauthorized or premature disclosure.

If convicted of a state or federal felony or a state or federal 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

Examples of conduct that may deny employment are convictions for committing or attempting to commit a crime as defined under such headings of the criminal code as:

- 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.

The Human Resource department in cooperation with the Director of Public Safety will be responsible for conducting the background checks. The results of the background checks will be shared with the appropriate cabinet officer and subsequently maintained in a central, confidential file within the Human Resources office. Only those persons having a job-driven need to know will be allowed access to this file.

CARL SANDBURG COLLEGE
Authorization for Criminal Background Check

Name: _____

Date of Birth: _____ Social Security Number: _____

Height: _____ Weight: _____ Hair Color: _____ Eye Color: _____ M/F: _____

Position Applied for: _____

Pursuant to rules of the Campus Security Enhancement Act of 2008 (110 ILCS 12/), as an individual, you must answer the following questions about your background:

1. Have you ever been convicted of a crime other than a minor traffic violation?
2. If the answer is yes, give details (i.e., date, place, crime convicted of, etc.):

Signed _____ Date _____

If you have answered "yes" to the above question, you are not automatically excluded from consideration for service with Carl Sandburg College. The College must consider the following information:

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

This inquiry and information concerning it is confidential. It will be kept in a separate file and may be accessed only by the Human Resources Officer, his or her designee and/or the appropriate cabinet officer.

NOTICE: Completion of this form is required in order for this agency to carry out its obligation under the Campus Security Enhancement Act of 2008 (110 ILCS 12/).