



## **Board Policy 404: Background Checks for Job Applicants Personnel**

Prior to making any commitment to all prospective employees and volunteers working with IVCCD students, District Human Resources staff will perform background checks, which may include but are not limited to criminal background checks (including but not limited to those as authorized by Section 692.2 of the Iowa Code), child abuse and/or dependent adult abuse record checks, and/or sexual abuse registry checks.

All background checks must be completed before an individual begins working or volunteering. The supervisor will receive notice when the background check has been completed.

If there are any concerns about an individual based on information contained in the background check, Human Resources will consult with the supervisor and jointly make a recommendation whether to employ a candidate or permit an individual to volunteer. If affirmative, it must be approved by the appropriate Executive Leadership Team member and President prior to establishing a start date.

Date of Review: May 14, 2025

Date of Revision: May 14, 2025

Date of Adoption: December 11, 1996

Legal Reference

None

Related Administrative Rules and Regulations

None

Revision History

May 10, 2023; February 10, 2016; November 10, 2010; September 9, 2009; March 13, 2002

Formerly Board Policy 403; Board Policy 405