

TECHNICAL COLLEGE OF THE LOWCOUNTRY
PROCEDURE

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PROCEDURE TITLE: CRIMINAL BACKGROUND INVESTIGATIONS

BASED ON POLICY:

REVISION NUMBER: 2

**OFFICE OF
RESPONSIBILITY:** HUMAN RESOURCES



PRESIDENT

November 9, 2010

DATE

PURSUANT TO SECTION 41-1-110 OF THE CODE OF LAWS OF SC, AS AMENDED, THE LANGUAGE USED IN THIS DOCUMENT DOES NOT CREATE AN EMPLOYMENT CONTRACT BETWEEN THE EMPLOYEE AND THE SOUTH CAROLINA STATE BOARD FOR TECHNICAL AND COMPREHENSIVE EDUCATION/THE SOUTH CAROLINA TECHNICAL COLLEGE SYSTEM.

The Technical College of the Lowcountry requires criminal background investigations for all persons hired in a permanent, temporary, or college work study status and all volunteers. As part of the hiring process to include internal recruitment, applicants will complete the Applicant Authorization and Consent for Release of Information form.

The Human Resources Office will process all criminal background investigations. Supervisors will inform all adjunct faculty and temporary employees that the employment offer is contingent on receiving a clear report except for those items noted on the employment application. It is the responsibility of the supervisor to notify Human Resources of the appropriate facility and/or department to receive the results of the background investigation, if required.

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The criminal investigation background checks include: Social Security Number Validation, National Criminal File, National Sexual Offender (48 states plus Washington, DC), State Department of Corrections (prison, parole, release and probation files), INTERPOL Most Wanted, OFAC – Specially Designated Nationals List, Denied Persons List, OTS - Enforcement Actions List, Fugitive List, Directorate of Defense Trade Controls, Debarred Parties List, Bank of England Sanctions List, OSFI – Canadian Sanctions List, United Nations Consolidated Sanctions List, European Union Terrorism Sanctions List, Australian Reserve Bank Sanctions List, Office of the Comptroller of Currency – Enforcement Actions List, World Bank Listing of Ineligible Individuals, OIG – Health and Human Services Exclusions, US General Services Administration – Excluded Parties List, Palestinian Legislative Council List, FDA – Debarment List, Most Wanted List, MIPT Terrorism Knowledge Base, National Credit Union Administration – Administrative Orders, Politically Exposed Persons List, Federal Deposit Insurance Corporation – Enforcement Decisions and Orders, HRSA – Health Education Assistance Loan – Defaulted Borrowers, ORA – Disqualified and Restricted Clinical Investigators, ORI – Public Health Service – Administrative Actions, Texas Health and Human Services Commission Medicaid Exclusion List, Immigration and Customs Enforcement – Most Wanted, Federal Reserve Board – Enforcement Actions, DEA Diversion Control Program – Cases against Doctors, Australia Sex Offender Registry, TRICARE Sanction List, PRIORS (Previously Reported Instant Offender Records Search).

Failure to receive a clear background report will result in termination of employment with the College.