


**AIKEN TECHNICAL COLLEGE
PROCEDURE**

Procedure Title:	STUDENT CRIMINAL BACKGROUND CHECKS	Procedure Number:	4-4-112.1
Institutional Authority:	Vice President of Administrative Services		
Associated SBTCE Policy/Procedure:			
Governing ATC Policy:	4-4-112		

Approved:


President


Vice President of Administrative Services

Date

Adopted: 07/01/2004

Date

Revised: 02/22/2010

DISCLAIMER

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 AGENCY.

The following procedures will be followed for conducting all student criminal background checks for those Academic and Training and Business Development programs and/or course that require South Carolina, Georgia, and/or Federal background checks.

1. The Academic Coordinator meets with the student for class registration.
2. The Academic Coordinator determines the type of background check(s) needed. The student is registered into the courses requiring background check(s). (SCC, GAC, and/or FBC, Level 100 for Academic students – Level 200 for Training and Business Development students.)
3. The Academic Coordinator completes Section I on the Criminal Background Check Consent Form. The Consent Form is given to the student to complete Section II and Section III. In Section III, the student should only complete the background checks (South Carolina, Georgia, and/or FBI) that have been marked in Section I.
4. If a Georgia background check is needed, the Criminal Background Check Consent Form is to be notarized. The student is not to sign the Consent Form without a notary present. A picture identification (e.g. driver's license or State approved ID card) is

required for proper identification. The completed Consent Form is turned in to the Cashier's Window for processing.

5. There are three locations on campus where the Consent Form can be notarized: 1) Business Office, 2) ACT Testing Center, and 3) Tutoring Center.
6. If only the South Carolina background check is required, the Consent Form does not have to be notarized. The student is to turn in the Consent Form to the Cashier's Window for processing.
7. A student pays for the background check(s) at the Cashier's Window along with other required fees (e.g. tuition).
8. If a student needs a Federal Fingerprint check, the student is to notify the Security Office and contact the Director of Public Safety. A copy of the Criminal Background Consent form should be left with the Director. Students should return the original notarized Consent Form to the Cashier's Window.
9. The Director of Public Safety will conduct the fingerprinting for Federal background checks and mail to DEHC. In turn, DEHC will process through SLED and the FBI. Results of the fingerprint check will be sent to the Director of Public Safety and then on to the Academic Coordinator.
10. The notarized original Criminal Background Consent Form for all background checks is to be left at the Cashier's Window for processing.
11. The Night Administrator will pick up the request forms and conduct the South Carolina and Georgia background checks. For tracking purposes, the Night Administrator will maintain a tracking system. If follow up is needed on a particular student check, the Night Administrator will contact the appropriate law enforcement agency.
12. For South Carolina background checks, the Night Administrator will utilize the SLED Internet site. Results are automatic and will be sent back to the Academic Coordinator.
13. For Georgia background checks, the Night Administrator will fax the Consent Form to the Augusta-Richmond County Law Enforcement Center. Results are not automatic. Georgia background checks will be mailed back to the Night Administrator and then forwarded to the Academic Coordinator.
14. Invoices for the South Carolina, Georgia, and FBI background checks, will be sent directly to the Human Resources Office. Using Datatel, class rosters will be pulled on each of the courses identified in step 2 to reconcile the invoices.

15. The Academic Coordinator will review and evaluate the returned background check results to determine the student's eligibility for the desired program and/or courses.