

**LOS ANGELES COUNTY COLLEGE OF NURSING AND ALLIED HEALTH  
SCHOOL OF NURSING  
POLICY & PROCEDURE MANUAL**

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| Subject:<br><b>CRIMINAL BACKGROUND SCREENING AND REPORTING</b> | Original Issue Date: February 23, 2009   | Policy #:<br><b>802</b>  |
|  | Supersedes:<br>July 9, 2015  | Effective Date:<br>March 15, 2018  |
| Individuals / Committees Consulted:<br>Admissions & Promotions | Reviewed & Approved by:<br>Dean, Administrative & Student Services<br>Faculty Organization<br>SON Planning<br>College Governance | Approved by:<br><br>Dean, School of Nursing<br>(Signature on File)<br><br><br>Provost, College of Nursing and Allied Health<br>(Signature on File) |

**PURPOSE:**  
To ensure that all students are notified of and comply with clinical facilities' criminal background screening and reporting requirements prior to the start of any clinical experience.

**POLICY:**  
Students are notified of the criminal background screening and reporting requirement during the application process.  
  
Students accepted to the nursing program are subject to the Human Resource (HR) policies and procedures of the clinical facility where a clinical course is conducted.  
  
Students who do not meet the criminal background screening and reporting requirements are not eligible to continue in any clinical course.  
  
Any student, who is charged with or convicted of a crime while in the nursing program, must report it to Administrative and Student Services. Failure to report may result in disciplinary action, including dismissal from the nursing program.

**PROCEDURE:**  
Administrative and Student Services designee:  

- Includes a statement about the background screening process in the application and catalog
- Provides students with instructions for obtaining a criminal background check upon acceptance to the program.

Student:  

- Must report criminal charges/convictions to HR and the Dean, Administrative and Student Services within:
  - 72 hours of becoming aware of any criminal charges
  - 24 hours of any conviction
- Who is deemed unacceptable may contact HR for follow up options.

Subject:

**CRIMINAL BACKGROUND SCREENING AND REPORTING**

Dean, Administrative and Student Services:

- Advises students who have concerns about the criminal background screening and reporting requirements
- Collaborates with HR regarding negative outcomes of background checks
- Informs Dean, School of Nursing of students who are not eligible to continue in the program
- Refers students to Dean, School of Nursing, for advisement.

**REFERENCES:**

DHS Policy # 703.1: Criminal Records Background Check/Live Scan Policy

**REVISION DATES:**

February 23, 2009

February 9, 2012

July 9, 2015

March 15, 2018