

**Coast Community College District**  
**BOARD POLICY**  
Chapter 7  
Human Resources

---

**BP 7126 Applicant Background and Reference Checks**

**References:**

Education Code Sections 87405, 88022, and 88023;  
Civil Code Sections 47, 1785.16, 1785.20, and 1786.16 et seq.;  
Penal Code Section 11105(b)(11);  
Federal Fair Credit Reporting Act

In order to foster a safe and secure learning and work environment, reference checks may be performed on prospective employees as part of the hiring process. Such checks will vary based upon the position being filled, as may be required by state law or regulation.

Penal Code Section 11105(b)(11) authorizes community college districts to have access to State Summary Criminal History information for employment or certification purposes. Education Code Sections 87405, 88022, and 88023 prohibit the District from employing persons who have been convicted of certain sexual or controlled substance violations or who have been determined to be a sexual psychopath.

The Chancellor, or designee, is authorized to request access to State Summary Criminal History information as provided in Penal Code Section 11105 solely for the purpose of determining whether an applicant for employment with the District or an employee of the District has been convicted of a sexual or narcotic offense or is registered as a sexual psychopath.

Procedures for performing background investigations and reference checks will be in accordance with applicable statutes.

Adopted November 16, 1983  
Renumbered from CCCD Policy 050-1-1.2, Spring 2011  
Renumbered from CCCD Policy 7127  
Revised January 15, 2014