

**Cuyahoga Community College  
BACKGROUND CHECK DECISION MATRIX**

Type of Offense	Severity of Offense (Felony/Misdemeanor)	Timeframe Since Completion of Sentence/Probation	Review Action
Offenses against people (ex: murder, manslaughter, sexual assault, assault and battery)	Felony	Anytime	Consider (a) essential job requirements and actual circumstances under which job will be performed; (b) whether offense may demonstrate unfitness for performing job; (c) gravity and circumstances of offense; (d) use of violence in committing offense; (e) whether offense is part of a pattern of conduct; (f) work history and/or evidence of rehabilitation after conviction; (g) length of time since conviction; and (h) other factors that may be relevant.
	Misdemeanor	Anytime	Consider (a) essential job requirements and actual circumstances under which job will be performed; (b) whether offense may demonstrate unfitness for performing job; (c) gravity and circumstances of offense; (d) use of violence in committing offense; (e) whether offense is part of a pattern of conduct; (f) work history and/or evidence of rehabilitation after conviction; (g) length of time since conviction; and (h) other factors that may be relevant.
Offenses Against property (ex: Theft, forgery, criminal trespassing, bad checks, credit card fraud, shoplifting, gun possession)	Felony	Within 7 years	Consider (a) essential job requirements and actual circumstances under which job will be performed; (b) whether offense may demonstrate unfitness for performing job;

			(c) gravity and circumstances of offense; (d) use of violence in committing offense; (e) whether offense is part of a pattern of conduct; (f) work history and/or evidence of rehabilitation after conviction; (g) length of time since conviction; and (h) other factors that may be relevant.
	Felony	More than 7 years	Consider (a) essential job requirements and actual circumstances under which job will be performed; (b) whether offense may demonstrate unfitness for performing job; (c) gravity and circumstances of offense; (d) use of violence in committing offense; (e) whether offense is part of a pattern of conduct; (f) work history and/or evidence of rehabilitation after conviction; (g) length of time since conviction; and (h) other factors that may be relevant.
Offenses Against property (ex: Theft, forgery, criminal trespassing, worthless checks, credit card fraud, shoplifting, gun possession)	Misdemeanor	Anytime	Consider (a) essential job requirements and actual circumstances under which job will be performed; (b) whether offense may demonstrate unfitness for performing job; (c) gravity and circumstances of offense; (d) use of violence in committing offense; (e) whether offense is part of a pattern of conduct; (f) work history and/or evidence of rehabilitation after conviction; (g) length of time since conviction; and (h) other factors that may be relevant.
Drug Offenses	Distribution, sales, trafficking, manufacture of drugs	Anytime	Consider (a) essential job requirements and actual

			<p>circumstances under which job will be performed; (b) whether offense may demonstrate unfitness for performing job; (c) gravity and circumstances of offense; (d) use of violence in committing offense; (e) whether offense is part of a pattern of conduct; (f) work history and/or evidence of rehabilitation after conviction; (g) length of time since conviction; and (h) other factors that may be relevant.</p>
	All other drug offenses	Anytime	<p>Consider (a) essential job requirements and actual circumstances under which job will be performed; (b) whether offense may demonstrate unfitness for performing job; (c) gravity and circumstances of offense; (d) use of violence in committing offense; (e) whether offense is part of a pattern of conduct; (f) work history and/or evidence of rehabilitation after conviction; and (g) other factors that may be relevant.</p>
<p>Driving offenses</p> <p><b>Note:</b> Only relevant to assignments which require driving</p> <p><b>Note:</b> any instance of a suspended license must be evaluated on a case-by-case basis, regardless of the timeframe</p>			<p>Consider (a) essential job requirements and actual circumstances under which job will be performed; (b) whether offense may demonstrate unfitness for performing job; (c) gravity and circumstances of offense; (d) whether offense is part of a pattern of conduct; (e) work history and/or evidence of rehabilitation after conviction; and (f) other factors that may be relevant.</p>

		2-4 years	Consider (a) essential job requirements and actual circumstances under which job will be performed; (b) whether offense may demonstrate unfitness for performing job; (c) gravity and circumstances of offense; (d) whether offense is part of a pattern of conduct; (e) work history and/or evidence of rehabilitation after conviction; and (f) other factors that may be relevant.
		Over 4 years	Consider (a) essential job requirements and actual circumstances under which job will be performed; (b) whether offense may demonstrate unfitness for performing job; (c) gravity and circumstances of offense; (d) whether offense is part of a pattern of conduct; (e) work history and/or evidence of rehabilitation after conviction; and (f) other factors that may be relevant.
Non-Verifiable Background Information	Unable to obtain 5 years of verifiable background information through reasonable means	Minimum 5 years	Consider nature and extent of unverifiable information in relation to the essential requirements of the job.
Falsification	Knowingly falsifying or misrepresenting a fact in any written or oral statement, document, or form used the College in its decision to employ or grant access to sensitive material, or concealing or omitting a material fact for the purpose of misleading the College.	Any time	Consider (a) essential job requirements and actual circumstances under which job will be performed; (b) whether falsification may demonstrate unfitness for performing job; (c) circumstances of falsification; (d) whether falsification is part of a pattern of conduct; (e) work history after falsification; and (f) other factors that may be relevant.
Financial Matters		Any time	Consider whether position requires responsibility for

			significant funds, and whether financial issues may demonstrate unfitness for performing job. Also consider any other factors that may be relevant.
Other factors affecting an individual's integrity or standing in the Community	Prior activities or conduct which would be embarrassing or damaging to the image and reputation on the College if performed while in the employee of Cuyahoga Community College.		Consider nature and extent of other factors in relation to the essential requirements of the job. Any adverse action based on this type of conduct must be authorized by the VP of HR.