



EL PASO COMMUNITY COLLEGE PROCEDURE

For information, contact Institutional
Effectiveness: (915) 831-6740

DHA-2 Clearance Investigations and Substance Abuse Testing for Students and Faculty in Instructional Programs

APPROVED: October 26, 1988 **REVISED:** July 13, 2012
Year of last review: 2021
AUTHORIZING BOARD POLICY: DHA

Classification: Administrative

Vice President or Associate Vice President: Vice President of Instruction and Workforce Education

Designated Contact: Associate Vice President of Instruction and Student Success

OBJECTIVE: To ascertain the background of students and faculty* in instructional programs within the El Paso County Community College District when required by affiliating or accrediting agencies.

To specifically meet the requirements stated in the Texas Department of Human Services and Texas Department of Protective and Regulatory Services, Licensing Division guidelines to clear students and faculty who are assigned to day care facilities for clinical or work experience courses.

PROCEDURE:

- I. The anticipated date of the start of the course involving the specified programs requiring criminal background checks and substance abuse testing will be identified by the appropriate Dean/Director. Documentation regarding requests of affiliates and state or federal regulations will be maintained by the appropriate Dean/Director.
- II. EPCC will identify a vendor to conduct background screening and substance abuse testing.
 - A. Students will be responsible for cost of testing.
 - B. Faculty costs will be paid by the EPCC Program Budget.
 - C. Procedure identified by the vendor will be followed by all students and faculty.
- III. The vendor will provide student outcomes to the appropriate Dean/Director.
- IV. The vendor will provide faculty outcomes to the Human Resources Director who will notify the Dean/Director of clearance status.
- V. If there are significant findings, the Dean/Director will request additional information from the individual prior to making a final clearance determination.
 - A. Determine the type of background check and substance abuse testing required history and the significance to enrollment, progression, graduation, and licensure/certification. This determination will be based upon the written guidelines from the appropriate accrediting, licensing, or affiliating agency.
 - B. Request the student obtain any additional documentation needed, e.g., records showing disposition of the case from the appropriate agency.
 - C. Advise the student, verbally and in writing, of any additional actions required or suggested.
- VI. The Dean will provide documentation to the affiliating agency regarding the clearance procedures utilized and the lack of findings in students and faculty assigned to the facility, as appropriate.

* **Note:** The word “faculty” denotes instructors, counselors and librarians.

- VII. Confidentiality: The personal history statements, the clearance investigations, and subsequent reports will be considered confidential reports. Access to this information will be controlled by the Dean and/or Human Resources Director. Utilization of information for other than the intended purpose will be considered in violation of this procedure.
- VIII. A statement regarding the requirement of the background check or substance abuse testing will be printed in the College catalog, schedules, course syllabi, and program brochures.
- IX. Students who have a history of felony or misdemeanor arrests and/or convictions, which are not permissible for specific courses or affiliates, will not be allowed to enroll in the clinical course/program. Students failing the background check or substance abuse test will be notified in writing by the Dean. The student will also be advised of any potential future limitations that this history may place on course work or licensure/certification applications.
- X. The student has the right to appeal the decision by providing additional information regarding the clearance investigations or substance abuse test to the Dean/Director, who will communicate with the appropriate administrative individuals within the clinical affiliate, accrediting agency, or licensing agency. The decision of the clinical affiliate will be final.