

ACADEMY POLICY MANUAL

Policy Title: Background Checks

Policy Number: AF 06-010

Policy Administrator: Vice President, Administration and Finance

Policy Initiator: Kurtis D. Lohide, Vice President, Administration and Finance

Authority: CSU Office of the Chancellor HR Letter 2005-10 (Background Checks) of

March 1, 2005, and Technical Letter HR/Appointments 2013-01 (Guide for

Sensitive Positions) of January 8, 2013.

Effective Date:

1 August 2013

Revised Date:

Approved: Thomas A. Cropper, President

Purpose:

In order to help protect the campus community and its assets, this policy determines which employees of the California Maritime Academy will be subject to backgrounds checks. Under HR Letter 2005-10 (Background Checks), CSU presidents have been delegated the authority to establish campus requirements for background checks for applicants and university employees in sensitive positions. The Technical Letter HR/Appointments 2013-01 provides further clarification to help determine which faculty, staff, and administrative positions should be classified as being sensitive positions. Sensitive positions are those designated by the university as requiring increased scrutiny of individuals holding such positions, based on maintaining the safety and security of people and property, and to mitigate the risk of financial loss to the university and the individuals that make up its community.

Scope:

This policy and its guidelines shall apply to all individuals who currently hold or are applying to hold positions defined as being sensitive in the Technical Letter referenced above and identified through this policy. This policy does not apply to campus police officers; the selection and testing of sworn CSU police officers is guided by the CSU Chancellor's Office HR Letter 2008-24 of December 18, 2008, and also through regulations established by the Commission on Peace Officer Standards and Training including California Government Code GC§1029, California Government Code GC§1031, and California Penal Code PC§29805.

Responsibilities:

The Vice President, Administration and Finance, has the overall responsibility for administering this policy. The campus Director of Human Resources is responsible for all criminal records and credit checks that are initiated, and also for all Department of Motor Vehicles licensing and records checks that are conducted; the university Provost is responsible for the verification of education and credentials, and professional licensing and certifications.

Policy:

It is the policy of this university that those who have the authority to commit financial resources of the university through contracts greater than \$10,000 shall be subject to a criminal records and credit checks.

It is the policy of this university that those who have access to, or control over, cash, checks, credit cards, and credit card account information shall be subject to a criminal records and credit checks.

It is the policy of this university that those who have access to or possession of building master or submaster keys shall be subject to a criminal records check.

It is the policy of this university that those who have access to controlled or hazardous substances shall be subject to a criminal records check.

It is the policy of this university that those who have access to personally identifiable information about students, faculty, staff, or alumni that is of a protected, personal, or sensitive nature shall be subject to a criminal records check.

It is the policy of this university that those who have control over campus business processes shall be subject to a criminal records and credit checks.

It is the policy of this university that those who have responsibility for the care, safety, and security of people and CSU property shall be subject to a criminal records check.

It is the policy of this university that those who have responsibilities that require them to possess a license, degree, credential or other certification in order to meet minimum job qualifications, or to qualify for continued employment in a particular position, shall be required to provide verification of such licenses, degrees, credentials or certifications.

It is the policy of this university that those who have responsibility for operating commercial vehicles, or vehicles used for university business travel, or for operating machinery or equipment that could either pose environmental hazards or cause injury, illness, or death shall be subject to a check of their DMV records.

Procedures:

The university, when required by governing laws, will seek the applicant's or employee's authorization to conduct the checks described in this policy. Following such checks, the university will provide the applicant or employee additional information about the outcome of the checks and the process to challenge the accuracy of the checks.

The university may initiate background checks either itself or by using an outside vendor. These checks may occur at any time prior to the hire and transfer, reclassification, promotion or reassignment of individuals into sensitive positions, and also when a position is initially identified as being a sensitive position.

The university will keep information collected in background checks confidential.

Supporting Documents:

CSU Chancellor's Office Letter HR 2005-10 (Background Checks), March 1, 2005

HR 2005-10 Attachment A - Applicant/Employee Disclosure Statement FCRA - ICRA

HR 2005-10 Attachment B - Applicant/Employee Authorization FCRA - ICRA

HR 2005-10 Attachment C - Campus Request For Information from Applicant/Employee

CSU Chancellor's Office Technical Letter HR/Appointments 2013-01 (Guide for Sensitive Positions), January 8, 2013