

## **Instructions on Background Checks for Reserve Directors**

### **Who Needs to Be Fingerprinted**

- Volunteers and employees serving in Critical Positions must be fingerprinted for a Department of Justice Background Check (see Critical Positions below).

#### **Exceptions:**

- Volunteers for a one-time event as long as they are supervised (should not be left alone with children or large amounts of University funds)
- Minors under 18 working as a volunteer or intern as long as they are supervised, do not work in critical positions or are solely responsible for the well being of children
- Employees may only be checked if they are new hires, have a non-seasonal break-in-service (non-seasonal), or change to an entirely new job title.
- Employees and volunteers returning or rehired after a seasonal break-in-service.

#### **Important Note:**

New employees who signed their hire documents at the NRS Campus Office will receive Background Check documents at that time. Otherwise, the Reserve should provide them.

### **What are the Costs**

- Rolling of fingerprints by the police or other agency (\$7-\$25)
- Department of Justice Background Check (\$32)
  - Employees – Reserve must cover both costs.
  - Volunteers – Volunteers may make a donation to the reserve to off-set costs.

### **Scanning Procedures**

- On-campus: Both costs will be recharged directly to the NRS Campus Office. Fingerprint Authorization Form (Form A) and Live Scan Form must go with the employee/volunteer to the scan appointment. Employee/volunteer must request a copy of the Live Scan Form after the scan has been done and return it to the Reserve Coordinator.
- Off-campus: Employee/volunteer will need to pay for the fingerprinting, only the DOJ check will be recharged. Employee/volunteer must request a copy of the Live Scan Form and an itemized receipt for the fingerprinting (if being reimbursed and return both to the Reserve Coordinator.

### **Reimbursing Costs to Employee/Volunteer**

Remind Employee/Volunteer to get an itemized receipt. Reserve Coordinator should submit receipt with name and mailing address where check should be sent, to the NRS Campus Office

### **Forms**

These are the four forms. See separate instructions for how to fill them out.

1. Fingerprint Authorization Form (Form A)
2. Background Check Form (Form B)
3. Authorization to Release (Form C)
4. Live Scan Request Form

**Critical Positions**

- Master key access to University-owned residence and/or other facilities
- Direct responsibility for the care, safety and security of humans or animals; or the safety and security of personal or University property (especially children)
- Direct access to, or responsibility for, cash and cash equivalents or University property disbursements or receipts
- Direct access to, or responsibility for, controlled substances or hazardous materials
- Extensive authority for committing the financial resources of the University
- Responsibility<sup>7</sup> for operating commercial vehicles, machinery or toxic systems that could cause accidental death, injury or health problems
- A requirement for a professional license, certification or degree, the absence of which would expose the University to legal liability and/or adverse public reaction
- Direct access to, and/or responsibility for, information affecting national security
- Direct access to, and/or responsibility for, protected, personal, or other sensitive data

**Criminal Convictions**

- Only criminal convictions will be considered in determining an applicant's suitability for employment. Detention and/or arrest without conviction do not constitute valid grounds for employment decisions and cannot play a part in the decision-making process.
- In determining an applicant's suitability for employment where the applicant has criminal convictions on his/her record, consideration will be given to the specific duties of the position, the number of offenses and circumstances of each, the age of the conviction(s) and the accuracy of the explanation on the application.
- In instances where information is obtained that may result in a release from employment, or if there has been falsification of information submitted on University application materials that may be grounds for disqualification or separation, Employment will provide guidance and a recommendation to the hiring department.
- If a completed background check regarding a current University employee reveals adverse information which may result in a denial for a promotion or transfer, or if there has been falsification of information submitted on University application materials that may be grounds for disqualification or separation. Employment will provide guidance and a recommendation to the hiring department.

**Dispute Information**

If a candidate disputes the accuracy of any information obtained in a background check (including criminal records) he/she should be referred to the agency that provided the information and, if applicable, his/her collective bargaining agreement. Such dispute will not necessarily impact the hiring process.