CRIMINAL BACKGROUND CHECK PROCEDURES AND GUIDELINES

A. Human Resources will:

- Identify sensitive positions. Hiring departments will be consulted if positions are not on the automatic checklist.
- Include the criminal records check requirement in the vacancy announcement.
- Secure necessary information and releases.
- Have the criminal records check completed.
- Share results as required by statute with the individual.
- Discuss the receipt of subsequent background information or any finding and contact the appropriate administrator(s), Vice President, and/or appointing authority as appropriate.
- Notify the individual of the final decision.

B. University Conviction Review Committee

- Is appointed by the President or President’s designee and submits to a criminal records background check.
- Initially this committee consists of the Vice President for Human Resources or management designee, the University Police Chief or his/her management designee and University Counsel. The President may alter committee membership to meet operational needs.
- Guided by the Criminal Background Check Policy, reviews only criminal records checks which reveal felony convictions and promptly determines whether such convictions disqualify an individual from sensitive positions.
- Reviews and updates the list of security sensitive positions.

Procedures for Criminal Records Checks on Candidates

A. Effective the date of the adoption of the policy as noted above, the University will conduct criminal record checks on all external hires, including volunteers, for positions that are listed as being subject to a criminal record check.

B. The positions that are outlined in Appendix A are subject to criminal records checks. These positions meet the criteria as outlined in section II of this
document. This list is not exhaustive, and the University reserves the right to add or delete positions at anytime provided any additions are covered by the criteria in section II. The University will notify the affected bargaining units when adding or deleting a represented position.

C. All advertisements, notices, and postings for positions listed in Appendix A or for open positions deemed as “sensitive” and thus requiring a records check will state “Successful candidates for this position will be offered the position contingent on a satisfactory criminal records check.”

D. Once the completed recruitment packet is returned to Employment Services in Human Resources, they will provide the finalist with the Supplemental Application form and a LiveScan form and ensure the process is completed. Individuals refusing to sign the authorization are eliminated from further consideration. See Appendix B for Supplemental Application form.

E. Some deviations to the procedure outlined in paragraph D above are expected when national searches are conducted. In such circumstances it may be more practical to have all finalist candidates who are brought to campus undergo the LiveScan screening while here or to have the LiveScan performed off campus.
APPENDIX A

Sensitive Positions

The following are classifications recognized as sensitive positions:

• Academic and Institutional Studies (5783, 5784)

• Accounting Technician Series (if handling cash, access to blank check stock, or access to confidential or sensitive records (1730, 1733, 1740, 1741)

• Administrative Support Series (if handling cash, access to blank check stock, or access to official student grades) (1031, 1035, 1038)

• All Management Personnel Plan Employees (M80)

• All Skilled Crafts Classifications (R06)

• Athletic Equipment Attendant Series (1513, 1514)

• Athletic Trainer Series (8180/8181/, 8185/8186, 8190/8191)

• Buyer Series (4791 - 4795)

• Clinical Assistant/Medical Assistant (8137, 8148)

• Clinical Laboratory Scientist Series (7926, 7927)

• Coach Series, including Coach, Associate Coach, or Assistant Coach (2376, 2377, 2378)

• Confidential Employees (1170, 1173 – 1178)

• Counselor Series (SSP/AR) (2341) (3070, 3071, 3072, 3073, 3074, 3075)

• Custodial Series (2010, 2015)

• Evaluator Series (2632, 2633, 2634)

• Head Resident and Advisor Series (9687, 9688)

• Information Technology Classifications (if access to sensitive secured data) (0420, 0421, 0422)

• Information Technology Series (only those with access to student information
and CIRS – all locations (0420, 0421, 0422)

• Instructional Faculty (particularly those working with children or in locations with children or where driving is an essential job function) (various)

• Instructional Support Assistant Series (if access to dangerous chemicals or radioactive material) (1577, 1578, 1579)

• Instructional Support Technician Series (if access to dangerous chemicals or radioactive material) (1615, 1616, 1617)

• Lead Custodian (2015)

• Licensed Vocational Nurse (8134)

• Locksmith Series (6642, 6643)

• Mailroom (1504, 1505)

• Nurse Practitioner Series (8165, 8166)

• Payroll Technician Series (1100, 1101, 1102)

• Physician (7737)

• Physician Assistant (8161)

• Pharmacist Series (7994, 7991, 7992, 7993)

• Pharmacy Technician (7994)

• Physical Therapist (7980, 7981)

• Radiation Safety Officer (3801)

• Student Personnel Technician (2635)

• Student Services Professional Series (3078, 3079, 3081, 3082, 3083, 3084, 3085, 3086, 3088, 3089)

Depending on specific assignments, other positions, including Faculty, may be covered by this policy. Please consult with Human Resources if the proposed assignment contains one of the responsibilities listed as “sensitive.”
Print Name: ____________________________________________________________________

Last                                     First                                       Middle

Birth Date:___________________      Social Security #: __________________________

Business Phone#: _________________ Home Phone #: ______________ Email:_______

Current Address:

Street Number and Name                City                      County
________________________________________________________
State                                             Zip                       How Long?

Previous Address:

Street Number and Name            Zip                          County
________________________________________________________
State                                             Zip                       How Long?

Other Names you have used:

Have you been background checked at Sacramento State previously? _____Yes _____No

If yes, please note the date (approximately): __________________________

SINCE YOUR 18th BIRTHDAY, HAVE YOU BEEN CONVICTED OF A FELONY OR FELONY-REDUCED- TO MISDEAMOR CONVICTION BY ANY COURT? YOU MAY OMIT CONVICTIONS OF A MISDEMEANOR WHILE UNDER AGE 18 IF THE RECORD WAS SEALED UNDER PENAL CODE 1203.45, MINOR TRAFFIC VIOLATIONS FOR WHICH THE FINE IMPOSED WAS $400.00 OR LESS, ANY OFFENSE THAT WAS FINALLY SETTLED IN JUVENILE COURT OR REFERRED TO THE YOUTH AUTHORITY, OR ANY CONVICTION SPECIFIED IN HEALTH AND SAFETY CODE SECTION 11361.5 WHICH PERTAINS TO CERTAIN MARIJUANA OFFENSES. _____YES _____NO

If yes, please indicate date, location and explanation:

<table>
<thead>
<tr>
<th>Crime</th>
<th>Date</th>
<th>City/County/State</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

HAVE YOU EVER BEEN CONVICTED OF A CRIME UNDER ANOTHER NAME? __Yes ___No

IF YES, STATE NAME: __________________________

Complete driver’s license information only if this position requires that you drive a motor vehicle

DRIVER’S LICENSE INFORMATION: 

License #         Expiration Date       State of Issue
Information Practices Act Notice (Civil Code § 1798.17)

This information is being requested by Sacramento State. Sacramento State is authorized to maintain this information pursuant to Education Code §§ 89535, HR 2005-10. Submission of the information requested on this form is mandatory. Failure to provide the requested information will mean that you will be ineligible for the position you are seeking. The principle purpose for which this information is to be used is to assist the University in evaluating your eligibility, qualifications, and suitability for the position you are seeking. You have a right of access to records containing personal information maintained by Sacramento State. The name, business address and telephone number of the person at Sacramento State who is responsible for maintaining requested information and will be able to inform you of the location of this information is the Manager of Employment and Faculty Compensation, 6000 “J” Street, Del Norte Hall, Suite 3009, Sacramento, CA 95819-6032, (916) 278-6326.

I hereby certify that all statements on this application are true and correct to the best of my knowledge and belief. I understand that Sacramento State solicits this information so as to be informed of my previous record and character. I understand that my employment with Sacramento State depends upon successful completion of a criminal background investigation. If employed, I understand that any falsification, misrepresentation or omission of facts of this record may be considered cause for release or dismissal.

APPLICANT SIGNATURE: __________________________________________ Date _______________