

North Dakota State University

Policy Manual

SECTION 112

Job Applicant/Employee Criminal History Background Checks

SOURCE: NDSU President
SBHE Policy Manual, Section 602.3
NDUS Procedure 602.3

1. Definitions:
 - a. CHRC: Criminal History Records Check
 - b. SOR: Sex Offender Registry
 - c. FBI: Federal Bureau of Investigation
 - d. BCI: Bureau of Criminal Investigation
 - e. Benefited positions: as defined in SBHE Policy 703.2
 - f. New hires: includes
 1. Individuals never before employed by the institution.
 2. Re-hires, if the individual's break in service exceeds 12 months or unless the new position or newly-assigned duties indicate that different checks or verifications are required.
 3. Transfer from another NDUS institution.
 4. Transfers and promotions within the same institution if an individual has never completed a CHRC and SOR for the institution.
2. A nationwide FBI CHRC is authorized for all NDSU positions.
3. A nationwide FBI CHRC is required before beginning employment in the following positions:
 - a. Police officer;
 - b. Security guard; and
 - c. University Police Dispatchers/Call Center Operators.
4. CHRC and SOR checks are required for new hires for the following positions:
 - a. All benefited positions; and
 - b. Non-benefited positions, including volunteers who:
 1. have access to confidential or proprietary information;
 2. have master keys;
 3. have access to cash, credit, debit or other financial transactions;
 4. are residence hall and/or apartment managers, directors or assistants;
 5. are child care employees and other employees who have unsupervised contact with minor children;
 6. are responsible for, or with access to, controlled substances and other drugs, explosives or potentially dangerous chemicals and other substances;
 7. are instructional faculty and staff, including graduate teaching assistants; and,
 8. are counselors and coaches.
5. The CHRC and SOR checks are required every 24 months for volunteers and temporary hires for camps and other activities that involve minors.

6. The CHRC shall, at a minimum include:
 - a. All names/aliases for the past seven (7) years
 - b. All addresses for the past seven (7) years
 - c. Federal criminal background check using primary source
 - d. County criminal background check using primary source
 - e. Nationwide sex offender registry check

The SOR list shall be the Nationwide Sex Offender Registry

7. The CHRC and SOR checks must be completed before beginning employment. If there is an urgent documented need to start employment within seven working days of selection and prior to the completion of the check, the employee may begin work as scheduled, under proper supervision; however, continued employment is subject to successful completion of the checks.

HISTORY:

New	July 1, 2002
Amended	February 2006
Amended	October 2007
Amended	December 2007
Amended	June 23, 2009
Housekeeping	November 15, 2010
Housekeeping	December 28, 2010
Amended	February 7, 2012
Amended	April 28, 2016
Amended	April 7, 2017