Policy 112 Version 1 02/10/2017

**Policy Change Cover Sheet**

|  |  |  |
| --- | --- | --- |
| **This form must be attached to each policy presented. All areas in red, including the header, must be completed; if not, it will be sent back to you for completion.** | | |
|  | *I****f the changes you are requesting include housekeeping, please submit those changes to*** [***ndsu.policy.manual@ndsu.edu***](mailto:ndsu.policy.manual@ndsu.edu) ***first so that a clean policy can be presented to the committees.*** | |
| **SECTION**: | Policy Number and Name 112 Job Applicant/Employee Criminal History Background Checks | |
| 1. **Effect of policy addition or change (explain the important changes in the policy or effect of this policy). Briefly describe the changes that are being made to the policy and the reasoning behind the requested change(s).** | | |
| * Is this a federal or state mandate?  Yes xx No * Describe change: State Board of Higher Education has updated SBHE 602.3 NDUS Procedures. NDSU policy needs to be updated to match the SBHE. | | |
| 1. **This policy change was originated by (individual, office or committee/organization):** | | |
| * Office/Department/Name and the date submitted: Human Resources and Payroll/Colette Erickson 02/01/2017 * Email address of the person who should be contacted with revisions Colette.erickson@ndsu.edu | | |
| ***This portion will be completed by Mary Asheim.***  Note: Items routed as information by SCC will have date that policy was routed listed below. | | |
| 1. **This policy has been reviewed/passed by the following (include dates of official action):** | | |
| **Senate Coordinating Committee:** | | 2/27/17 |
| **Faculty Senate:** | | 3/7/17 |
| **Staff Senate:** | | 3/1/17 |
| **Student Government:** | | 3/7/17 |
| **President’s Cabinet:** | | 3/7/17 |

The formatting of this policy will be updated on the website once the **content** has final approval. Please do not make formatting changes on this copy. If you have suggestions on formatting, please route them to [ndsu.policy.manual@ndsu.edu](mailto:ndsu.policy.manual@ndsu.edu). All suggestions will be considered, however due to policy format guidelines, they may not be possible. Thank you for your understanding!

**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:
   1. CHRC: Criminal History Records Check
   2. SOR: Sex Offender Registry
   3. FBI: Federal Bureau of Investigation
   4. BCI: Bureau of Criminal Investigation
   5. Benefited positions: as defined in SBHE Policy 703.2
   6. 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:
   1. Police officer;
   2. Security guard; and
   3. University Police Dispatchers/Call Center Operators.
4. CHRC and SOR checks are required for new hires for the following positions:
5. All benefited positions; and
6. 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.
7. The CHRC and SOR checks are required every 24 months for volunteers and temporary hires for camps and other activities that involve minors.
8. The CHRC shall, at a minimum include:
   1. All names/aliases for the past seven (7) years
   2. All addresses for the past seven (7) years
   3. Federal criminal background check using primary source
   4. County criminal background check using primary source
   5. 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