




HUMAN RESOURCES
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TO: All Supervisors, Directors, Department Heads, Chairpersons, Deans and Vice Chancellors

FROM: Trisha Wright, Director 
Office of Human Resources

DATE: July 21, 2010

SUBJECT: Required Background Check

The University has contracted with Louisiana State Police Bureau of Criminal Identification and Information to process a complete background check as prescribed by Revised Statute 15:587.2. A background check is required on all potential employees which includes but is not limited to new, rehired and current faculty members, unclassified staff, classified staff, graduate assistants, undergraduate students, adjunct staff, temporary and intermittent staff. It is the applicant's responsibility to complete the necessary documents, pay the required fee and return the verification form to Human Resources. We have implemented the below procedure effective July 1, 2008 (the policy and forms can be obtained by logging on to HR website at <http://www.subr.edu/humanresources/downloadableforms.htm> and downloading same).

1. Supervisor/Department head present forms to applicant at interview
2. Applicant completes the Authority to Release, LA State Police Form DPSSP6696, Applicant Processing Disclosure and Verification of Fingerprints forms.
3. The applicant takes the completed forms to LA State Police at 7919 Independence Blvd., Baton Rouge, LA 70806 with a money order in the amount of \$10.00 made payable to Louisiana State Police.
4. Applicant obtains the authorized signature on the Verification of Fingerprints form LA State Police and return to Human Resources along with the Authority to Release form.

It is the hiring supervisor/department head/committee's responsibility to ensure all applicants who are seriously considered for a position with the University be provided the pre-employment screening documents as a part of the employment procedures. The hiring process can not be completed without the receipt of these documents.