


**HR POLICY NUMBER:** 103  
**EFFECTIVE DATE:** July 1, 2008  
**SUBJECT:** Criminal Background Check  
**SUBMITTED BY:** Lester A. Pourciau 

**POLICY STATEMENT:**

As prescribed by Revised Statute 15:587.2, the University implemented a Supervisory Criminal and/or Background Check in August 2004 screening process as part of its pre-employment procedures. The University has contracted with Louisiana State Police to provide this service. 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 staff and intermittent staff. The cost for background checks will be the potential employee's responsibility. A criminal records search will be conducted on the applicant. The applicant will be charged \$10.00 per county/parish of current or prior residence.

All offers of employment are conditional, subject to satisfactory results of background investigation, reference checks, pre-employment alcohol and drug tests, and production of documents sufficient to demonstrate identity and authorization to work. Background checks revealing misrepresentations may be grounds for immediate rejection of the application. Prospective employees with a criminal history or have been convicted of a crime are not necessarily precluded from employment. In evaluating the applicant's suitability for employment, the University will consider the nature of the offense, its relevance to the position and the implications for the general safety and security of the University community.

**PROCEDURE:**

- Step 1. Supervisor/Department head present forms to applicant at interview (forms can be downloaded from Human Resources website at [www.subr.edu/humanresources](http://www.subr.edu/humanresources)).
- Step 2. Applicant completes the Authority to Release, LA State Police Form DPSSP6696, Applicant Processing Disclosure and Verification of Fingerprints forms.
- Step 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.
- Step 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.

## **RESPONSIBILITY:**

### Hiring Supervisor/Department Head/Committee:

To protect the welfare and provide for the safety of the students, faculty, staff, visitors and institutional resources of the University, 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.

### Potential Employee:

A background check is required on all applicants. It is the applicant's responsibility to complete the necessary documents, pay the required fee and return the verification form to Human Resources.

### Current Employees:

Circumstances may arise under which background checks of current employees will be necessary in order to determine whether their employment status at the University should be addressed. The request for a background check maybe based upon but not limited to the existence of reasonable suspicion, requirements of a position applied for promotion, conviction of a crime or entrance of a plea of no contest or a guilty plea, etc. Employees must notify their supervisor of a conviction, plea of no contest or guilty plea within five (5) days.

## **VIOLATIONS:**

### Potential Employee:

Refusal to sign a release form will result in applicant being eliminated from further consideration for employment. Providing false, misleading or erroneous information in an employment application or supporting material or during and interview is grounds for non-selection of an applicant. Failure to disclose a conviction or misrepresentation of a conviction is deemed falsification of an application and if discovered after employment, may result in termination.

Convictions disclosed in the employment process and any additional convictions which may exist on the criminal record will be reviewed and may or may not disqualify an applicant from being considered for employment. Termination or elimination from further consideration for employment or promotion will be based upon one or more of the following:

1. Length of time since the convictions (s)
2. Circumstances of the offense (s)
3. Applicant's employment record since the offense (s)
4. Number of convictions
5. Nature of the job and job-relatedness of the convictions

Current Employees:

Providing false, misleading or erroneous information on an official university employment application or supporting material will result in immediate termination of employment. A criminal conviction that is relevant to your position may be grounds for termination. Your failure to report such is grounds for disciplinary action up to and including termination. Failure to consent to the background check is grounds for termination.

**EXCLUSIONS:**

None.