MEMORANDUM

TO: Deans, Directors, Department Heads, and Department Representatives

FROM: Renisha Gibbs, Assistant Vice President for Human Resources and Finance & Administration Chief of Staff

DATE: June 10, 2015

SUBJECT: Criminal History Background Check Update

Policy Implementation

The final implementation of our updated Criminal History Background Check policy is right around the corner. The proposed revised policy, effective August 1, 2015, can be viewed online at http://policies.vpfa.fsu.edu/personnel/3b.html#12. Beginning August 1, Department Representatives should begin following the new request process outlined below.

Request Process

Under the updated policy, requests for all background checks will continue to be initiated by filling out a Criminal History Background Check Request Form. If the position is unadvertised, OPS Express, or a volunteer/courtesy appointment, a background check questionnaire must also be completed to provide details of the position duties. HR will determine the appropriate type of check based on the job posting and/or background check questionnaire. The types of checks are, as follows:

- **Standard Criminal History Background Check**: Includes a seven-year county criminal history search, an FDLE statewide search, a national criminal database search, a federal criminal search, and a National Sex Offender search.

- **Level 2 Criminal History Background Check**: Includes an FDLE statewide and FBI nationwide fingerprint-based check, as well as notification of any warrants or domestic violence injunctions that the individual may have. The type of fingerprinting accounts are, as follows:
  - Candidates: Candidates being considered for employment in positions that require fingerprinting.
  - Non-Camp Volunteers: Non-paid volunteers being considered for volunteer duties that require fingerprinting.
  - Summer Camp Candidates & Volunteers: Candidates or volunteers being considered for a University-sponsored summer camp.

- **International Criminal History Background Check**: Required if a candidate has resided in another country for six months or more within the past seven (7) years. This search is conducted per country and as available.
Once the request form has been completed, it should be submitted to the Office of Human Resources, Employment & Recruitment Services (HR-ERS). Criminal history background checks must be conducted and reviewed by Human Resources prior to (1) an offer of employment, in the case of A&P, USPS, OPS, and Volunteers, or (2) the start of employment, in the case of Faculty. Offer letters may be provided to Faculty candidates for hire prior to the completion of a criminal history background check provided that the following language is included in the offer letter: “This offer is contingent upon the successful completion and favorable results of a criminal history background check, which must be conducted prior to your start date.”

Criminal history background checks must be requested in advance to allow adequate time for processing. Turnaround time is generally 24–72 hours. Detailed procedures for requesting a criminal history background check will be covered in the upcoming training classes listed below, and will be available online once the new policy becomes effective.

**Fee Information**

The implementation of the new background check process will necessitate a change in the fee structure. A schedule of fees for the various background check options is provided below. Department billings will continue to be handled in the same manner as before.

<table>
<thead>
<tr>
<th>Background Check Type</th>
<th>Fee</th>
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<tbody>
<tr>
<td>Standard</td>
<td>$60</td>
</tr>
<tr>
<td>Level 2: Candidates/Out-of-Town fingerprinting vendor</td>
<td>$70/$83</td>
</tr>
<tr>
<td>Level 2: Volunteers/Out-of-Town fingerprinting vendor</td>
<td>$57/$70</td>
</tr>
<tr>
<td>Level 2: Summer Camps/Out-of-Town fingerprinting vendor</td>
<td>$49/$60</td>
</tr>
<tr>
<td>International</td>
<td>Price varies per country</td>
</tr>
</tbody>
</table>

**Upcoming Training**

Detailed, in-class training sessions regarding the new Criminal History Background Check policy and process have been previously announced. The schedule is, as follows:

<table>
<thead>
<tr>
<th>Date</th>
<th>Time</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>July 8, 2015</td>
<td>9–10:30 a.m.</td>
<td>Training Center</td>
</tr>
<tr>
<td>July 16, 2015</td>
<td>1–2:30 p.m.</td>
<td>Training Center</td>
</tr>
<tr>
<td>August 5, 2015</td>
<td>9–10:30 a.m.</td>
<td>Training Center</td>
</tr>
</tbody>
</table>

Please plan to attend one of these in-class sessions. You can register for these classes via OMNI by logging in to myFSU at [https://my.fsu.edu](https://my.fsu.edu) and navigating to: HR > Main Menu > Self Service
> Learning and Development > Request Training Enrollment > Follow the prompts to submit your request. The course information is: COCHB1, Criminal History Background Check Process.

As a supplement to the in-class opportunities, online and walk-in help sessions will also be available. Please note that there will no longer be a Department Representative Meeting in July, so you should plan to attend one of the sessions noted above in order to receive the appropriate training.

Announcements of additional policy and process updates will be regularly posted to the link entitled “Background Check Policy Update-2015” on the Human Resources’ website under “Hot Topics.” In the meantime, if you have any questions at all regarding this process, please contact April Smatt, HR Specialist, at asmatt@fsu.edu or (850) 644-6035.

cc: Interim Provost Sally McRorie
    Vice President Kyle Clark
    Vice President Mary Coburn
    Vice President Tom Jennings
    Vice President Gary Ostrander
    Interim Vice President Janet Kistner
    General Counsel Carolyn Egan
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