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I. ROLES AND RESPONSIBILITIES

A. Campus Responsibilities

It is the campus responsibility to:

- Develop and maintain general written guidelines regarding background checks that comply with governing laws and CSU policy, including provisions to obtain a candidate's authorization to conduct background checks before extending an offer of employment.
- Develop a process for the candidate to *inquire* about the accuracy of a background check report and to ensure that information regarding the process is provided to him/her at the time the authorization form is provided.
- Determine whether a position should be designated as sensitive and document that information on the position description.
- Ensure all recruitment information, announcements and position descriptions state if a position requires a background check.
- Determine whether the campus president directs the campus to conduct background checks or directs the use of an outside vendor.
- Notify the candidate under consideration that any offer of employment is conditional on successful completion of a background check and that falsification of information provided will be cause for corrective action or rejection.
- Maintain confidentiality of background check information (see Attachment D8 for relevant information).
- Develop a process for the campus to monitor compliance with the policy for volunteers, consultants, auxiliaries and outside entities.
- Designate the following roles with its corresponding responsibilities: Background Check Coordinator, Records Custodian, and the Decision Maker.

B. Role: Background Check Coordinator

The campus will identify the individual(s) responsible for all activities involved with the background check process. The Background Check Coordinator will:

- Determine the types of checks to be performed for each job title, based upon the policy and the job responsibilities;
- Ensure consistency in background check processes and decisions;
- Review documentation and forms received from final candidates to ensure completeness;
- Perform background checks, request that a third party vendor conduct the checks, or request that the Records Custodian initiate Live Scan background checks on final candidates;
- Process background check documentation in accordance with this policy;
- Notify the hiring manager if the candidate passes the background check;
- Notify the appointing authority if adverse results are revealed in a candidate's background check;
- Provide a copy of the criminal records check and/or credit check results and the Pre-Adverse/Adverse Notice forms to candidates with adverse results;

- Work with the final candidate to resolve issues related to the background check and establish timelines for the final candidate to resolve issues as needed. This is applicable when the final candidate disputes the accuracy of information revealed through the background check;
- Notify hiring department that all background checks have been successfully completed and the selected candidate can begin working;
- Provide a copy of the criminal records check and/or credit check results to candidates who request a copy of the results;
- Identify who is to be notified if a criminal records check reveals an active warrant for a candidate; and
- Maintain confidentiality of background check information.

C. Role: Decision Maker(s)

The Decision Maker(s) will be responsible for reviewing results of a background check that discloses information that may disqualify a candidate from employment. The Decision Maker(s) will:

- Be selected by the campus;
- Be well-trained and supported to ensure the consistency of the application;
- Consult with Human Resources, Chief of Police, and/or assigned counsel in cases when a decision to hire is uncertain based on a final candidate's background check results and additional consultation is needed;
- Otherwise maintain confidentiality of background check information;
- Assess and make a decision on the final candidate's suitability for the position based on background check results; and notify the background check coordinator that the results of a background check disqualified the candidate from being appointed.

D. Role: Records Custodian

The campus will identify one location and designate one Records Custodian (who may also be the background check coordinator) to:

- Be authorized by the Department of Justice to fingerprint candidates for Live Scan background checks (visit <http://oag.ca.gov/fingerprints/custodian> for details);
- Keep all background check records (including the CORI) in a location that is secure and separate from the employee's official personnel file; and
- Maintain and destroy the CORI no later than the termination of the new hire's employment or two (2) years from rejection due to the CORI.