LANDER
UNIVERSITY

OFFICE OF HUMAN RESOURCES

Updates to the current criminal background procedure for volunteers

I. Proposed Summary

Lander University will be implementing a few new programs on campus and will see an increase in criminal background checks being performed. These individuals will be providing a service to our campus, but not all individuals will be actual employees of the university. The ultimate goal is to verify identity and identify any potential barriers that may prohibit an individual from being considered a volunteer at Lander University. Ensuring the public safety of those on our campus, limiting the liability of the University, and assurance for those customers of these programs are some of the main reasons for performing criminal background checks on volunteers is necessary.

According to Lander University's Background Screening Policy, an individual is defined as the following: "*An employee, volunteer, or affiliate who is subject to a background screening.*" This policy establishes the guidelines on background screenings for potential volunteers of the University.

II. Proposed Solution

The service used for criminal background checks, SR&I, has suggested a new volunteer package that will be customer friendly and cost effective for each department needing this service.

Volunteer package cost: $18.96 per individual

Package includes:

1. Past Address History - verifies everywhere the applicant has lived
2. Instant National Criminal Search - A database draws from more than 504 million records and encompasses thousands of jurisdictions. This data base is updated at the county level nationwide.
3. National Sex Offender Registry - Searches national database for sex offenders - there is a sex offender registry within the national criminal search - but it is not updated as frequently as the National Sex Offender Registry
4. Motor Vehicle Report- The search provides the record history within the state of the applicant's driver's license.

III. Accessibility

Each office or department will have the ability to initiate the criminal background checks on individual themselves.

1. A user account can be set up that would allow them to enter in the information manually one at a time.
2. Enter as a batch upload.
3. Request can be sent electronically to the individual for them to complete on-line.

Depending upon the volunteer application and consent for the criminal background check, there may be a need to perform the checks through the user account or sent electronically to the individual. Both options would be available at all times, so it would depend upon each office or departmental need.

IV. Turnaround Time

Once the background authorization is sent and authorized, it could take up to 72 hours for it to be completed and returned.

V. Billing and Payment

In order to separate each account, a new user account information sheet will have to be filled out with each department's information and the users for that area. An invoice will be e-mailed to the account holder to remit payment after services are rendered.

According to Lander University's Background Screening Policy, section F labeled "Individual Not Paid by Lander University" refers to individuals who are considered volunteers or affiliates of the University and the responsibility of who will perform the criminal background check policy. In this section it states, "*For volunteers and affiliates, the office or department will be required to obtain background checks.*" Therefore, the user account established for those departments would be viable and it would also bear the cost associated with the criminal background checks performed on these individuals.

The Office of Human Resources would be available to train and help initiate any requests that are needed for designated program administrators. Once trained, a program administrator should be able to initiate these background checks on an as needed basis and on a yearly basis as Lander University's Protecting Minors on Campus Policy indicates that background screenings/investigations are valid for a one-year period.

VII. Proposal Time frame/Implementation

Once the criminal background check proposal and process has been agreed upon, the Office of Human Resources will work with SR&I and each office or department to establish user accounts and an appropriate process to follow. User accounts should have the ability to be established within a two-week time-frame and training can begin shortly thereafter on an as-needed basis.