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**Topic**
Academic & Staff Personnel [1]

**Policy Number**
150-18

**Reviewed Date**
February 1, 1997

**Responsible Office**
- Office of the Senior Vice Chancellor, Finance and Administration [2]

**Purpose**
In order to minimize risks to campus safety and security, employees and/or applicants for certain positions designated as "critical" must undergo background checks.

**Definitions**

**Critical Position**
A position whose responsibilities include any of the following: master key access to residence and other facilities; direct responsibility for the care, safety, and security of persons, or the safety and security of personal or University property; direct access to or responsibility for cash, checks, or University property disbursements or receipts; direct access to or responsibility for controlled substances; extensive authority for committing the financial resources of the University. These criteria apply to all levels of University employment.

**Policy**

**A.** All applicants selected for critical positions are required to undergo a background check which includes being fingerprinted by the campus Police Department. Employees who are licensed by the State of California and currently enrolled UCSF students are exempted.

**B.** In accepting a critical position, it is understood that continued employment is contingent upon a satisfactory background check. A satisfactory background check is the absence of a criminal record which bears a demonstrable relationship to the applicant/employee's suitability to perform the required duties and responsibilities of the position.

**C.** All job announcements for positions that have been designated as critical must state that fingerprinting and background checks are required.

**Responsibilities**

**A.** Departments will identify critical positions and inform Human Resources--Staffing and Compensation when there is a change in assignment that would affect such a designation.
B. Human Resources has been delegated authority to review any staff positions for the purpose of determining whether the position should be designated as critical.

Related Policies

- **300-15 - Change Funds** [3]
- **300-32 - Petty Cash Funds** [4]
- **300-34 - Special Cash Funds** [5]
- **600-13 - Key Control** [6]

References

- **UCSF Campus Code of Conduct** [7]
- Assistant Vice Chancellor Lopez, Memorandum to Vice Chancellors, Deans and Directors, 6/25/90
- **Personnel Policies for UC Staff Members** [8], Office of the President:
- **Appointment** [9] (Chapter 21), Section E, "Background Checks"

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