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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**
- 600-13 - Key/Badge Control [3]

**References**