



CALIFORNIA STATE UNIVERSITY  
**FULLERTON**

## Student Assistant Background Check Procedure

**Student Assistants are subject to background checks. It is the hiring department's responsibility to determine whether the student assistant position requires a background check. It is also the responsibility of each hiring department to articulate the need for a background check in their position description/job announcement during the hiring process. It must be stated in the hiring process. Students who currently occupy a position should not be required to undertake background checks to keep their employment.**

### **Why?**

California State University (CSU) presidents have delegated authority to establish campus requirements for background checks for applicants and university employees to help protect the campus community and its assets. The need to investigate an applicant or employee must be balanced with the need to protect the privacy of the applicant or employee. Background checks, which may include checks of employment records, social security records, workers' compensation claims, criminal records, civil records, credit reports, motor vehicle records, and sex offender registries, may be initiated as a part of the selection process. Identified positions are fingerprinted as part of the hiring process in order to assist in the background check.

### **Who?**

#### **POSITIONS SUBJECT TO BACKGROUND CHECKS:**

The campus president, or designee, shall determine whether a position is a sensitive position that requires a background check. Such positions may involve, but are not limited to, those which have:

- responsibility for the care, safety and security of people, including children and minors, or property.
- direct access to, or control over, cash, checks, credit cards, and/or credit card account information.
- authority to commit financial resources of the university through contracts greater than \$5,000.
- control over campus business processes, either through functional roles or system security access.
- access to detailed personally identifiable information about students, faculty, staff or alumni, which might enable identity theft.
- access to controlled substances.
- possession of building master or sub-master keys for building access.

### **How?**

#### **Procedure of Fingerprinting:**

1. Identify if the position requires a background check.
2. Include the need for a background check in the position description/job announcement.

3. Contact Debbie Ellis with University Police to set-up an account to be billed. The current cost is \$44 for California DOJ check—this is usually sufficient, but if a department wants to also check the FBI for a national record it cost \$63 per person.
4. Once an account is established, please send your applicant to University Police for fingerprinting and ask them to mention with what department they are interviewing.
5. Results are obtained by the Police Department within 4-7 working days.
6. The Police Department will contact the interviewing department **only if anything shows up** during the background check.
7. Department account is then charged.

If you have any questions or concerns, please don't hesitate to contact Victor M. Rojas at [vrojas@fullerton.edu](mailto:vrojas@fullerton.edu) or at ext. 3137 (regarding fingerprinting policy as it applies to student assistants) or Debbie Ellis at [dellis@fullerton.edu](mailto:dellis@fullerton.edu) or at ext. 4814 (regarding the fingerprinting process).