Background Check Procedures for Students and Volunteers for Programs Involving Children

February 2014

**Note:** These are the procedures for conducting background checks for students and volunteers for Programs Involving Children. For the procedures used for Academic, Staff, and Temporary employees contact the appropriate campus Human Resources or Academic Affairs office.

I. Background Checks

Programs must ensure that all Faculty and Academic Staff, Staff, Students, Volunteers, or other personnel who will work with children have been subject to a criminal background check and sex offender registry check within the last five years. Background and sex offender registry checks must be repeated at least every five years thereafter. The background check and sex offender registry check are included in the IU Standard package. Individual programs or units may require more frequent updates.

Indiana University programs must use GIS, the university-designated vendor to complete background checks. For programs that do not fall under the definition of “program” for purposes of the policy, e.g. student teaching with an external entity for credit, other vendors may be designated by the external entity.

II. The Criminal Background and Sex Offender Registry Check Process

A. The student or volunteer must complete the IU Background Check Consent Statement, which gives Indiana University the explicit written consent of the candidate to conduct a criminal background check.
   1. The department must receive a paper copy of the selected person's signed and dated Background Check Consent Statement prior to conducting the criminal history and sex and violent offender registry checks. A faxed or photocopied form is acceptable. Departments are to maintain the completed Background Check Consent Statement.
B. After the department has received the signed consent form, the department can obtain the selected volunteer’s or student’s social security number and date of birth.
   1. The private information may be collected in person, over the telephone, or in writing from the selected volunteer or student.
   2. Due to security concerns, this private information is not to be sent electronically.
C. The request for a criminal background check is entered on the GIS website by the department's authorized person.
III. Select a background check package based on the Person’s University Category

The person’s IU category and the reason for the background check determines which GIS package should be selected to submit the request. The package selected determines the office that will adjudicate the background check report. See the chart below:

<table>
<thead>
<tr>
<th>Category</th>
<th>Package</th>
<th>Adjudicator</th>
</tr>
</thead>
<tbody>
<tr>
<td>Current Academic Employee for Programs Involving Children (PIC)</td>
<td>Academic PIC Standard Package</td>
<td>University Public Safety Office</td>
</tr>
<tr>
<td>New Hire Academic Employee</td>
<td>Academic Standard Check</td>
<td>Campus Academic Affairs Office (campus HR office at some regional campuses)</td>
</tr>
<tr>
<td>Student (Non-Academic or Temporary employee) and Volunteer for Programs Involving Children (PIC)</td>
<td>Student/Volunteer PIC Standard Check</td>
<td>University Public Safety Office</td>
</tr>
<tr>
<td>Staff and Temporary (including Student Temporary)</td>
<td>Staff/Temporary Standard Check</td>
<td>Campus HR office</td>
</tr>
</tbody>
</table>

IV. Becoming an Authorized GIS User

A. Contact the campus HR or Academic Affairs office and provide the following information for the department's authorized person:
   1. First and last name
   2. Position title
   3. Campus phone number
   4. E-mail address
   5. Dept. code (i.e. BL-BUS, UA-HUMM)

   Authorization for access must come from a member of management within the department.

B. The campus HR or Academic Affairs office will notify the department's authorized user after the GIS new user request has been submitted. The authorized user will receive two emails from GIS with a User ID and Password.

C. Once the emails are received, the authorized user can log in to the GIS system.
   1. Go to
   2. In the User ID field, enter the user ID provided by GIS
   3. In the Password field, enter your GIS password (case sensitive)
   4. Click on "GO"
   5. Once you have successfully logged in to the GIS system for the first time, create a new password
V. Submitting Requests for Criminal Histories

A. Detailed instructions for requesting a background check are on the University HR website. Once logged in, the steps are:
   1. Click on "Order Reports"
   2. Select the Student/Volunteer PIC Standard Check package
   3. Select the student’s or volunteer’s work state (the state in which the program activities will take place)
   4. Type the employee’s SSN
   5. Type in the student’s or volunteer’s name, date of birth, contact phone number, email address (if known)
   6. Select the applicable IU Account
   7. Type in the IU Department Code
   8. Type in the Department’s billing account code and sub account number (if applicable)
   9. Indicate the student or volunteer will be working with Programs Involving Children (yes)
   10. Select a position type from the "Position Category" dropdown menu
   11. Click on "Next"
   12. Enter the student’s or volunteer’s current address and any previous addresses that are known
   13. A summary of the information entered will appear for review (Note: It is important to confirm the correct information has been entered before proceeding. Failure to verify the information could lead to additional charges, complications in the billing process, and incomplete or false results.)
   14. Click "Process Order"

VI. Criminal History Background & Sex and Violent Offender Registry Check Results

A. Upon completion of the background check, GIS will inform the University of the results.
B. If there are no court records or SSN Trace issues, an email will be sent to the person who submitted the request stating the student or volunteer "Meets University Standards-Emp & PIC." The department can then proceed with finalizing the arrangement. (PIC stands for Programs Involving Children)
C. If a court record or SSN Trace issue has been found, an email will be sent to the person who submitted the request stating the report status is "Pending." The office of Public Safety will then take the following steps:
   1. If the court record is a conviction, the University Director of Public Safety or his designee will adjudicate the volunteer according to specific adjudication guidelines based on I.C. 11-8-8-5.
   2. If the University Director of Public Safety determines that a conviction is disqualifying, the office of Public Safety will send a letter to the volunteer informing him or her of the results of the background check, along with a copy of the background check report and a statement of his or her rights under the Fair Credit Reporting Act (FCRA).
3. The office of Public Safety will discuss the conviction with the department. The volunteer will have five days to respond to the report before his or her status is changed to “Does Not Meet University Standards”, however the volunteer will not be allowed to participate pending the final adjudication and status change.

4. If the eligibility to participate in Programs Involving Children is revoked, the office of Public Safety office will inform the volunteer of this decision either by letter through the U.S. Postal Service or via email. The letter will state (a) the eligibility to participate in the program has been withdrawn, (b) the report from GIS may have influenced the decision, and (c) to contact GIS if the candidate wishes to dispute the contents of the report.
   a. If the eligibility to participate is revoked, the University Director of Public Safety office will change the candidate's status from "Pending" to "Does Not Meet University Standards" on the GIS website.
   o NOTE: The contents of all letters are prescribed by the FCRA.

D. Social security trace
   1. If the social security trace could not be completed due to a lack of credit information, an email will be sent to the department's authorized person stating, the report status is “Pending”.
      a. The department should contact the volunteer or student to verify the number and, if there was an error, resubmit the request. The department will be charged for a second background check request.
      b. If the social security trace cannot be completed because the volunteer or student has not yet established any type of credit history the background check is based on the address provided by the volunteer or student. The office of Public Safety will contact the requester and confirm the last four digits of the SSN entered. Acceptable methods for verification include the requester viewing the volunteer’s SSN card, a copy of the card, a letter from the Social Security Administration stating the SSN, or in the case of IU students and personnel, verification through a university database.
      c. If the student or volunteer has a credit block with the credit bureau which prevents the SSN trace from being completed this will be stated in the background check report and the department must ask the candidate to remove the credit block temporarily so that the SSN trace can be completed. The department must resubmit the background check once the credit block has been removed. The department will be charged for a second background check request.
      d. The office of Public Safety will change the volunteer or student’s status from "Pending" to "Meets University Standards-PIC only" on the GIS website if the SSN is verified.
      e. The office of Public Safety will change the candidate's status from "Pending" to "Does Not Meet University Standards" in the GIS website if the SSN cannot be verified.
VII. The Department Code

A. The department code is entered into each background check request and is critical for the office of Public Safety to use in submitting “Pending” cases to the correct department.

VIII. Billing

A. Each month, GIS will submit a bill to University Human Resources for the previous month's requests. The bill will contain the name of each individual for whom a check has been performed and the cost of that check. University HR will sort the requests by university account number and charge the appropriate accounts.