
 <p style="text-align: center;"> <i>University of Pittsburgh Police Department</i>            Rules &amp; Regulations Manual         </p>	<b>Reference Number: (Chapter / Section)</b> 1 - 12
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	<b>Rescinds:</b> N / A
	<b>Amends:</b> N / A
<b>Title:        <b>Background Checks</b></b>	 _____ By Order of James K. Loftus, Chief of Police

**1.0    Policy**

The University of Pittsburgh Police Department prioritizes safety and strives to provide a safe learning and working environment for all students, staff, faculty and visitors. This policy establishes consistent standards for background checks of its employees.

**2.0    Purpose**

In an effort to provide the safest possible environment for students, staff, faculty and visitors, and to enhance the security of physical resources, the University of Pittsburgh Police Department shall conduct background checks on all applicants for its Department who are under final consideration for Police Officer, Security Guard, Communication Staff, Administrative Staff and Support Staff.

A new hire may not start employment until the required background check results are received and reviewed. Individuals refusing to undergo the background check will be eliminated from further consideration in the hiring process.

Background checks are conducted to ensure the continuing safety of our workforce, constituencies and community members, and security of University resources. Although this is no guarantee against criminal acts, it does reduce the likelihood of crime, and may reduce the campus’s liability in the event a crime occurs.

A check of a final candidate’s background is intended to serve as an important part of the selection process when hiring, transferring, updating position descriptions, and promoting, and/or demoting individuals into critical positions. A background check is the last act in the hiring process for ‘critical’ positions.

### **3.0    Procedures**

#### **A.     Police Officers / Commissioned Personnel Background Checks**

The Municipal Police Officers' Education & Training Commission was established in 1974 to set certification and training standards for police officers employed in the Commonwealth of Pennsylvania by municipalities. Regulations published from the Act 120 statute guide the process for determining eligibility for certification and standardize the basic academy and annual in-service training curriculum provided to all certified police officers.

Following within MPOETC standards the University of Pittsburgh Police Department requires the following be completed when conducting a background check on a candidate for a position as a commissioned Police Officer for its Department.

##### **1.     Timeline**

The background investigation for a candidate for the position of commissioned Police Officer must be completed, start to finish, within a 20 business day period.

##### **2.     Areas of Investigation**

- a.     Driving License Verification
- b.     Driver's History Report
- c.     Criminal History Check
- d.     Social Security Card Verification
- e.     Birth Certificate Verification
- f.     Credit History Report
- g.     Credential Verification
- h.     Prior Work Information Verification
- i.     Personal References
- j.     Pennsylvania Child Abuse History Clearance, Act 33

##### **3.     Background Review**

Upon completion of the background investigation, the investigator will make a determination as to recommend or not recommend the candidate for employment.

After the investigator makes his determination, the Administrative Lieutenant will review the file and decide to approve the file or send the file back to the investigator for further information on the candidate.

If the Administrative Lieutenant approves the file then is forwarded to the Commander where he/she will review the file and decide to approve the file or send the file back to the investigator for further information on the candidate.

Successful candidates will be forwarded in the selection process. Unsuccessful candidate will be removed from the selection process and advised that they are no longer being considered for employment with this Department.

B. Non-Commissioned Personnel Background Checks

The University of Pittsburgh Police Department also conducted background check for all of its potential employees, including but not limited to, the positions of Security Guard, Communication Staff, Administrative Staff and Support Staff. The background will be completed in the same manner as that for police officer candidates but with slightly different criteria, as shown below.

1. Timeline

The background investigation for a candidate for any position that is non-commissioned must be completed, start to finish, within a 30 business day period.

2. Areas of Investigation

- a. Driving License Verification
- b. Criminal History Check
- c. Social Security Card Verification
- d. Birth Certificate Verification
- e. Credential Verification
- f. Prior Work Information Verification
- g. Personal References
- h. Pennsylvania Child Abuse History Clearance, Act 33  
(Security Guards ONLY)

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