



Policy Title: Criminal Background Check Policy	Effective Date: 3/1/2000
Policy Number:HR-PQ1400	Date of Last Review: 1/3/2023
Oversight Department:Department of Human Resources	Next Review Date: 1/3/2026

1. PURPOSE

The

of State Police (Va. Code § 2.2-201.1). In addition, some safety-sensitive positions (e.g., bus

Registry. For candidates who have lived outside the Commonwealth of Virginia, the

conclusion that the safety and security of the University community may be at risk will be reviewed and the employee's continued employment with the University may be affected.

6. EXCLUSIONS

The Radford University Police Department (RUPD) will conduct criminal background checks based on RUPD policies and procedures for their own newly hired employees including employees who transfer into the RUPD from other University departments.

7. APPENDICES

Appendix [Applicant Authorization for Criminal Background Check](#)

8. REFERENCES

[Code of Virginia, § 2-2201.1](#), "Criminal background checks for certain positions."

[Virginia Department of Human Resource Management Policy 2.10, Hiring](#)

[Federal Trade Commission, Fair Credit Reporting Act \(FCRA\)](#)

9. INTERPRETATION

The authority to interpret this policy rests with the President of the University and is generally delegated to the Vice President for Finance and Administration or Chief Financial Officer.

10. APPROVAL AND REVISIONS

The existing Criminal Conviction Investigation Policy was revised and incorporated into the new University policy template in November 2011. The Criminal Background Check Policy Procedure were reviewed and approved by the President's Cabinet on January 19, 2012. President Kyle signed the policy on January 20, 2012.

Effective December 15, 2017, the Criminal Background Check Policy was reviewed by the oversight