



<b>Santa Clara University Campus Safety</b>	<b>Policy Manual</b>
<b>Background Investigation</b>	<b>Effective Date: 10/15/2023</b>

**Purpose:**

Campus Safety Services personnel have access to confidential and proprietary information. We also have unfettered access to campus buildings, including residence halls and other sensitive areas. During the course of our duties, we can come into contact with students who may be compromised due to alcohol or drug use. The purpose of this policy is to ensure applicants for Campus Safety Services positions who have received a conditional offer complete and are approved for employment following an appropriate background check as a condition of employment.

**Policy:**

All applicants for CSS positions who have received a conditional offer are required, as a condition of their employment, to undergo a comprehensive background check and to be approved for employment after the University receives the results of the background check. This check will include but not limited to a criminal background check, a DMV record check, and other background investigations as deemed appropriate by the Department of Human Resources. Background investigations will be conducted in a manner consistent with applicable federal and state law, as well as Department of Human Resources policies and protocols.