1. A criminal history check shall be conducted prior to the hiring of an external candidate into all positions at the University, with the exception of students (unless job related to the position).

2. A driving record history check shall be conducted prior to the hiring of an external candidate into any driving position at the University.

3. The following criminal history criteria will be used to determine the recommendation or non-recommendation to hire the applicant.

   - Applicants convicted of any of the following must be reviewed by the Criminal Background Check Committee (CBCC):
     - Aggravated Murder
     - Voluntary or involuntary manslaughter
     - Rape or any sex related crime
     - Any felony assault
     - History of multiple misdemeanor assault
     - Kidnapping or abduction
     - Any offense against a minor child
     - Any drug related offense except Minor Misdemeanor possession of marijuana
     - Domestic Violence or any related offense against the family
     - History of multiple theft or related theft offenses
     - History of misuse of a computer type crime
     - Weapons under disability
     - Carrying concealed weapon
     - Any felony weapons charge
     - Robbery

4. Application of single misdemeanor convictions
   - Single misdemeanor assault within the past five years
   - Single theft/fraud or theft/fraud related offense within last five years
   - Single misuse of a computer type crime within the last five years
   - Single weapons charge within the last five years

5. Applicants for driving positions will not be recommended for employment with the following driving history:
   - No motor vehicle operators license or current suspension
   - Multiple Operating a Motor Vehicle while intoxicated
   - A single Operating a Motor Vehicle Intoxicated within last three years
   - Vehicular Homicide or any related traffic offense
   - Leaving the scene of an accident within last three years
   - Fleeing /Alluding a police officer within the last three years
   - Two at fault accidents within the last two years
   - Three moving violations within the last two years
   - Any pattern of moving violations over the last ten years

10/16/2006      R. Rohrbach
11/9/2010        D. Brueggemann (Updated)