

Student Criminal Background Check

This policy is for all University Housing student criminal background checks. The purpose of this policy is to ensure University Housing is a safe and secure environment for all students, employees, and visitors.

When a CBC is Needed

- Criminal Background Checks (CBC) will be conducted for all student positions as required by the duties listed in the position description. Please see the University Housing Student Employee Handbook for a complete listing of positions requiring a CBC.
- Human Resources will always perform a CBC when a student moves to a new title requiring a check, unless they meet one of the exceptions listed below:
 1. Same Title:
 - “Late summer custodian”, “Early summer custodian”, “Summer custodian”, “Academic year custodian”, “Custodian- nights” and “Team Member/Custodian” are all considered the “custodian” title and students will not require a new CBC if they are moving from one custodian title to another custodian title within the same department.
 - A University Apartments Custodian moving to a Residence Halls Facilities Custodian position will need to complete a CBC.
 - An academic year House Fellow moving to a Summer House Fellow will not require a new CBC.
 - A supervisor moving to a non-supervisory position in the same title and department will not require a new CBC (for example, a Custodian Supervisor moving to a “custodian” title).
 2. Existing CBC:
 - At the time of the CBC check, if there are existing CBC results from within the last 30 days, the previous results will be used and applied to the new position versus running a new CBC. A new self disclosure form is not needed if there is no break in service and there are existing CBC results from within the last 30 days.
 - At the time of the CBC check, if another CBC was initiated (and the results aren’t back yet), there is no need to run a new CBC. The same results from the initial check will be used and applied to both positions.

Position of Trust

Position of Trust is defined in the campus policy as: position with one or more of the following characteristics or responsibilities: access to vulnerable populations, property access, executive positions, financial/fiduciary duty, and legally mandated.

- Position of trust offers of employment must include statements of contingency. Supervisors must inform finalists being offered that continued employment is contingent upon successful results of a criminal background check (this will also be stated in the appointment letter).
- Students must complete the CBC self disclosure form by the end of their first day of employment, or their employment will be frozen the following day (second day of employment). HR will communicate this to supervisors by the end of their first day of work and supervisors must inform the employee.
- If a student is frozen, they cannot work again until the CBC self disclosure form is completed. Human Resources will review the self-disclosure form before the student starts, if the CBC results are not back at that time.
- If a student is working before their CBC results are back, they must work under close supervision at all times until the results are returned, reviewed and approved by Human Resources. This includes granting access to systems or issuing electronic access or keys.
- HR will provide supervisors with updates on self disclosure form completions so they can follow up. A reminder email with a final deadline date for completion may be sent to individuals who do not complete their self disclosure timely.

- If the student has not completed the self-disclosure form in a timely manner of their start date, their employment may be terminated under the assumption that the student is no longer interested in working for University Housing.
- Students in these positions will have a CBC conducted every four years (they are notified of this in the appointment letter as well)

Access to Vulnerable Populations

Access to vulnerable population is a type of Position of Trust, defined in campus policy as: Responsibilities require unsupervised or significant access to vulnerable populations, defined as minors, UW-Madison students in UW-Madison housing facilities, human research subjects and medical patients. A minor is a person under the age of 18 who is not enrolled, accepted for enrollment or employed at a UW System institution. Examples of settings with vulnerable populations include childcare centers, youth activities for minors, precollege or enrichment programs and health care facilities. To fall into this designation, the position duties must require access to vulnerable populations e.g., UW students in University Housing Facilities. This category also includes employees who are not directly working in those unit but have unsupervised access to the unit when the vulnerable population is present.

- Access to Vulnerable Populations offers of employment must include statements of contingency. Supervisors must inform finalists being offered that continued employment is contingent upon successful results of a criminal background check (this will also be stated in the appointment letter).
- Access to Vulnerable Populations positions cannot start work until CBC results have been returned and HR assessment has been completed. HR will communicate completion of assessment to supervisors who must inform the employee.
- HR will provide supervisors with updates on self disclosure form completions so they can follow up.
- If the student has not completed the self-disclosure form in a timely manner of their start date, their employment may be terminated under the assumption that the student is no longer interested in working for University Housing.
- Students will receive a notification in their appointment letter that they are required to self-report any criminal arrests, charges, or convictions.
 - Supervisors/Managers will also cover this in their orientation.
- Students in these positions will have a CBC conducted every four years (they are notified of this in the appointment letter as well).

Caregiver Background Checks

In addition to routine CBC being run, some positions require additional background checks and additional self disclosure form(s) to be completed. Generally, these positions are employed in Eagle's Wing Daycare.

- Positions identified as a [caregiver](#) require successful completion of the WI Caregiver's check.
- Caregiver positions also require a fingerprint-based criminal history check of Federal Bureau of Investigation (FBI) records, per [s. 48.685\(2\)\(bm\)](#), Wis. Stats.
- Caregiver checks require a physical signature on the form and uses the Caregiver Self Disclosure form.
- Caregiver positions cannot receive an offer of employment until CBC results have been returned and assessment has been completed. HR will communicate completion of assessment to supervisors who will then designate a start date and must inform the employee.
- HR will provide supervisors with updates on self disclosure form completions so they can follow up. A reminder email with a final deadline date for completion may be sent to individuals who do not complete their self disclosure timely. If the student has not completed the self-disclosure form in a timely manner, the hiring manager may choose to no longer consider the candidate, under the assumption that the student is no longer interested in working for University Housing.

- Caregivers are subject to yearly criminal checks through the Department of Children and Families (DCF), as well as the four-year CBC re-checks, and are also required to self-report any criminal arrests, charges, or convictions (they are notified of this in the appointment letter as well).

Communication

- Students will be invited by HR and a third-party vendor to complete the self-disclosure form (in most cases electronically) within 48 hours of receiving an email notification that a CBC is required.
- Periodic electronic email reminders are sent by the vendor to all students who have not completed the self-disclosure form.

HR PROCEDURES

Tracking CBCs and Communicating Results

- Student CBC progress and completion will be tracked by HR.
- HR will communicate if the CBC self disclosure form isn't complete to both the student and supervisor prior to the employee's start date.
- If CBC results are not complete by the start date of an employee, HR will review the self disclosure form to see if the student has disclosed anything.
- Once CBC results are reviewed by HR, HR will communicate to the supervisor if the student has passed the CBC.
- If CBC results are reviewed and it is deemed that the student cannot continue to work in their position, the student and supervisor will be notified immediately and employment will be terminated.

Electronic CBCs

- All student CBCs will be initiated electronically.
- All forms and records will be saved and maintained electronically by HR.

Housing HR Checks

As of March 17, 2016, Housing utilizes the campus CBC vendor to run criminal background checks for all students. Housing will run CCAP and sex offender registry check on all students. Housing will not run WI DOJ & US DOJ checks on students, unless results show up the criminal background check results or if the applicant self discloses incidents and they start working prior to the campus vendor CBC results returning. International students will be run as an international applicant.

HR will run a "UW Madison Current Employee in a Position of Trust" background check instead of the standard check on current students in a position of trust moving to another position of trust. This includes students in positions of trust with access to vulnerable populations. The "UW Madison Current Employee in a Position of Trust" check is an expedited criminal background check that searches the last four years.

Position Description & Appointment Letter Verbiage

All positions requiring a background check will state "Successful completion of a criminal background check is required" in the position description and in advertisements.

The following verbiage will be written in the appointment letter: Continued employment is contingent upon successful results of a criminal background check, and your criminal background remaining in its current status.

Position of Trust includes this paragraph:

Your position has been identified as a Position of Trust, as defined by the UW-Madison Criminal Background Check Policy. As a result, UW-Madison requires that a criminal background check be conducted every four years on all current employees and volunteers who hold a position of trust.

Access to Vulnerable Populations includes this paragraph:

Your position has been identified as a Position of Trust with Access to Vulnerable Populations, as defined by the UW-Madison Criminal Background Check Policy. As a result, UW-Madison requires that a criminal background check be conducted every four years on all current employees and volunteers who hold a position of trust with access to vulnerable populations. Also, you are required to self-report any criminal arrests, charges, or convictions (excluding misdemeanor traffic offenses punishable only by fine) to the University Housing Background Check Coordinator. This report must be made within twenty-four (24) hours or at the earliest possible opportunity. Failure to make the required report would constitute a violation of this policy and may result in disciplinary action, up to and including dismissal.

Caregiver includes this paragraph:

Your position has been identified as a Caregiver and as a Position of Trust with Access to Vulnerable Populations, as defined by the UW-Madison Criminal Background Check Policy. **As a result, the** criminal record history check included successful completion of UW-Madison and Wisconsin Department of Children and Families (DCF) background checks and may have included utilizing fingerprints to complete a check of the criminal history records of the Federal Bureau of Investigation (FBI).

The University of Wisconsin - Madison requires that a criminal background check (CBC) be conducted every four years on all current employees and volunteers who hold a position of trust. Per daycare licensure requirements, you will be subject to yearly criminal background checks through the Department of Children and Families (DCF).

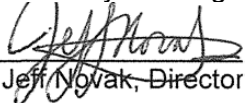
It is also required that all employees and volunteers in a position of trust with access to a vulnerable population self-report any criminal arrests, charges, or conviction (excluding misdemeanor traffic offenses punishable only by fine) to the University Housing Background Check Coordinator at hr@housing.wisc.edu. This report must be made within twenty-four (24) hours or at the earliest possible opportunity. Please note that failure to make the required report would constitute a violation of this policy and may result in disciplinary action, up to and including dismissal.

If you have any questions about the Criminal Background Check Policy, please contact the University Housing Background Check Coordinator at hr@housing.wisc.edu

Other Related Policies

[UW Madison Criminal Background Check Policy](#)

Prepared by University Housing Human Resources

Approved: 
Jeff Novak, Director

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