

**The University of Wisconsin System**  
**UPS OPERATIONAL POLICY: GEN 4**



**SUBJECT:** Criminal Background Checks

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**Original Issuance Date:** July 1, 2015

**Last Revision Date:**

**1. POLICY PURPOSE:**

The purpose of this policy is to reference the Board of Regents policy on performing criminal background checks on applicants for employment, current employees, and volunteers.

**2. POLICY BACKGROUND:**

Regent Resolution 9276 (adopted 12/8/2006) established [Regent Policy Document 20-19, University of Wisconsin System Criminal Background Check Policy \(RPD 20-19\)](#) for UW System employees, applicants for employment, and volunteers.

**3. POLICY DEFINITIONS:**

Please see UPS Operational Policy [GEN 0: General Terms and Definitions](#) for a list of general terms and definitions.

**4. POLICY:**

[RPD 20-19](#) describes the Board of Regents' expectations in performing criminal background checks as follows:

Criminal background checks shall be conducted on candidates recommended for hire, either prior to the extension of an offer of employment, or as part of an offer of employment that is made contingent upon a successful criminal background check. A criminal background check shall also be conducted on current employees and volunteers holding a "position of trust with access to vulnerable populations" as defined in paragraph 1(a) of this policy who have not previously been subject to such a criminal background check by the University. Employees and volunteers holding a position of trust with access to vulnerable populations shall be subject to a criminal background check every four years, and shall be required to self-disclose certain criminal offenses.

Please see [RPD 20-19](#) for further expectations and details of this policy.

**5. RELATED DOCUMENTS:**

Wis. Stat. § [111.335 Arrest or conviction record; exceptions and special cases](#)

**6. POLICY HISTORY:**