

Criminal Conviction Background Check Decentralized Fingerprinting Procedures

1. The Personnel Administrator (PA) or designee will contact VCU Campus Police, via email, at msseverin@vcu.edu to make an appointment for fingerprinting the new employee.
 - Employee must bring a valid picture identification.
 - SP24 form will be provided by VCU Campus Police.
2. VCU Campus Police will notify the department, via email, as to whether or not the individual arrived for the appointment.
3. VCU Campus Police will notify HR Compliance, via email, once the initial response has been received from the Virginia State Police (VSP) indicating that the request has been accepted.
4. In cases where no criminal conviction record is found, VCU Campus Police will notify HR Compliance, via email. As a follow-up, each month the VCU Campus Police will send HR copies of the SP24 forms and VSP criminal conviction record check e-mails.
5. In cases where a criminal record is reported, VCU Campus Police will notify HR Compliance, via email, that further processing of the record is required by the VSP. This generally means that a criminal conviction has been reported and the VSP is conducting an additional review. Because the VSP will only provide information on actual criminal convictions in hard copy, and depending on the size of the record, it can take up to four weeks for HR to receive the final results.

HR Compliance will follow-up with the employee, PA, and/or hiring manager in accordance with the Criminal Conviction Investigations policy and procedures.