



Criminal Background Investigation Procedures

The following procedures will guide you through the standard processes of conducting criminal background investigations. Because unique circumstances may exist, please contact the Human Resources Department with any questions.

1. **Background Investigations are conducted on the following classes of employees:**
 - a. Permanent Staff
 - b. Contract Administrators
 - c. Contract Professionals
 - d. All faculty members
 - e. Dual Credit Instructors (Class 4 & 8 licenses)
 - f. Individuals on Letters of Appointment
 - g. Designated temporary staff members
 - h. Designated Work Study (working with financial or protected information)
 - i. Student Interns
2. **Background Investigations are ONLY conducted by the Human Resources Office.**
3. **Initial employment offers may be extended pending the outcome of criminal background investigations.**
4. **Candidates must be notified in writing of the requirement to successfully pass background investigations.**
5. **Employees or applicants must sign a release for the Background Investigation.**
6. **All candidates must be notified that immediate dismissal will occur if the criminal background investigation results are unsatisfactory.**
7. **Results of the background investigations shall be confidential and kept in the Human Resources Office.**
8. **Background investigations will be conducted through the Montana.Gov Official State Website, Division of Criminal Investigation site, <https://doj.egovmt.com/choprs/>. If candidate has resided outside of the state of Montana the background investigation will be run through the appropriate state's Department of Justice, OR use the contracted service through the University of Montana.**

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