Interpretive Memo: 5-97 Date: July 10, 1997

Personnel Policy Number:

Regulation Reference No.: 5.1.2 and 9.4

Index Reference: Managerial Level Campus Security Pre-Appointment Actions: Background Review and Selection Procedures

Issue:

The following letter from Vice Chancellor Brenda Richardson Malone to the College Presidents codifies the University policies and procedures which must be followed prior to appointment of a candidate in a managerial level position in Campus Security. At present these titles include Campus Security Director and Assistant Campus Security Director.

Office of the Vice Chancellor for Faculty and Staff Relations
535 East 80 Street, New York, N.Y. 10021
110/794-3355

September 20, 1996

TO: Council of Presidents

FROM: Vice Chancellor Brenda R. Malone

RE: Background Review and Selection Procedures for Managers of Campus Security

A number of colleges are in the process of completing searches to fill either Director or Assistant Director positions in their Campus Security and Public Safety Office. I write, therefore, to reinforce the importance of screening carefully the finalists for these positions. Prior to beginning employment in these positions, the person selected must satisfactorily pass a drug screening test. Arrangements for testing are made by University Personnel working with the College Personnel Officer. Results of the drug screening are usually available within two days.

The University also requires that a thorough background check be conducted by the University Security and Public Safety Office on the person you wish to select. You will be provided a confidential report for your consideration. Any offer of employment must await or be contingent upon the candidate satisfactorily completing the process. Preferably, no offer will be made until this process is completed. Colleges may prefer that the background reviews be conducted on several finalists. Such reviews can be arranged by contacting Mr. Jose Ellena, University Director of Security and Public Safety. His office will need to collect certain basic information about the individuals in order to conduct the investigation, and may need to speak with you directly. My office will not process an appointment until you have had a chance to review the investigation report and make your selection in light of it. The Federal Bureau of Investigation may take as much as six months to process the fingerprint check on the finalists. All offers must be contingent upon the successful completion of this process as well.

Once you have made a selection, if the person you select has retired or will retire from any position in New York State with a public pension plan, that retiree may not be employed in the college unless the retiree obtains a waiver. The laws governing this area are complicated and the process can be protracted. Accordingly, the college should not place the retiree on the college payroll before approval for the waiver is obtained. All positions in these titles are part of the classified service, and under New York State Law the waiver process and supporting documentation will be reviewed by the NYC Department of Citywide Administrative Services for approval. University Personnel coordinates the waiver approval process with your Personnel Director.

APPROVED
University Personnel Director 7/10/97
Finally, if you are interested in any direct assistance by the University in earlier stages of the selection processes, including interviewing, for managerial positions in your Campus Security Office, please contact the University Security and Public Safety Office or the University Personnel Office. Our role in this process, when asked, is to assist and advise. Final selection of Security and Public Safety management personnel is the responsibility of the President.

If you have any questions regarding this memorandum, please contact me or the University Personnel Director, Samuel T. Phillips.

c. Mr. Samuel Phillips
   Mr. Jose Elique
   The Personnel Directors

[Signature]
University Personnel Director
9/10/17