INTERPRETIVE MEMO NO.: 17-94         DATE: November 28, 1994

PERSONNEL POLICY BULLETIN NO:

REGULATION REFERENCE NO.: 3.1.2

INDEX REFERENCE: Peace Officer Suitability Investigations

Issue: The attached letter was written in response to an inquiry
about a delegation of authority to the University Security Director to
investigate positions in security operations and management.
October 27, 1994

TO: The College Personnel Directors

FROM: Samuel T. Phillips

SUBJECT: Peace Officer Suitability Investigations

In accordance with Regulation 3.1.2. of the CUNY Civil Service Rules and Regulations, the University investigates job applicants in order to determine background, experience, and qualifications for the position sought, and merit and fitness for the public service. This is in compliance with the New York Civil Service Law, Article 4, Section 50, subsections 3 and 4.

In general, with respect to positions in the classified service, the authority to investigate has been delegated to the several CUNY colleges by the Vice Chancellor for Faculty and Staff Relations; with respect to those positions in the security operations area, including campus peace officers and security management positions, an additional authority to investigate has also been delegated to the University Security Director.

The University Security Director, or designee, is authorized to conduct such background investigations as may be necessary to ascertain suitability for state-designated peace officer status. Upon completion of the background investigation, the University Security Director, or designee, will submit a final report with findings and recommendations to the University Personnel Director. This office will share these findings and recommendations with the College Personnel Directors. Findings of falsification will result in dismissal by this office unless successfully appealed. Other findings may result in dismissal, depending on the circumstances and the views of the colleges.

APPROVED

[Signature]

10/27/94

-1 (of 2)-
As I have mentioned to you at our COPO meeting of Thursday, October 20, 1994, you are hereby requested, effective today, to release to the University Security Director, or designee, the following documents:

- The Personnel History Application

- Other information you have compiled regarding your own background investigations.

Please note that medical, psychological and drug screening information are not to be released.

If you have any questions in this matter, please call Ms. Doretha Custis at (212) 794-5363.

Thank you.

c: Mr. Jose A. Elique