

**University of Maryland
Department of Public Safety
Headquarters, Bldg 003
College Park, Maryland 20742-6011**

NOTICE: 13-0002

SUBJECT: Background Investigations for MUTR and BL3
Laboratory Staff

EFFECTIVE DATE: September 1, 2013

ORDERED BY: David B. Mitchell
Chief of Police

I. Maryland University Training Reactor (MUTR) Background Investigations for UMCP Faculty/Staff

- A. All MUTR staff employees will be the subjects of background investigations (trustworthiness and reliability checks) consistent with regulations set forth by the Nuclear Regulatory Commission (NRC) "Increased Control Order EA-05-090".
- B. Background investigations for MUTR staff must include, but are not limited to, checks of:
 - 1. Authorization for Release of Information;
 - 2. NRC fingerprint check (once every 10 years);
 - 3. Criminal history through NCIC, FBI, and appropriate state and local criminal history record information repositories;
 - 4. Social media, NCRLinx, and Maryland Judiciary Case Search;
 - 5. Credit history; and
 - 6. Personal/Employment references.
- C. Personnel utilized by the agency to conduct background investigations will be trained in collecting required information.
- D. Background investigations are sent to the RSO and MUTR Director for final approval once recommendation is given by the UMDPS Emergency Manager.
- E. Background investigation records are retained in secure locations by the UMDPS Emergency Manager for 10 years after employee's separation then destroyed.

II. BL3 Laboratory Background Investigations for UMCP Faculty/Staff

- A. All BL3 Laboratory staff employees will be the subjects of background investigations consistent with regulations set forth by the US Department of Agriculture and other Federal requirements.
- B. Background investigations for BL3 Laboratory staff must include, but are not limited to, checks of:
 - 1. Authorization for Release of Information; and
 - 2. FBI fingerprint check (once every 3 years).
- C. Personnel utilized by the agency to conduct background investigations will be trained in collecting required information.
- D. The Department of Environmental Safety Biological Safety Officer maintains all background information for the BL3 laboratory program for 10 years after employee's separation then destroyed.

