

April 15, 2002

DIVISION UNIT MANAGERS

Re: Issuance of revised *ANR Background Investigation Procedures Manual*

Dear Colleagues:

I am pleased to announce the official issuance of the revised *ANR Background Investigation Procedures Manual*, which becomes effective July 1, 2002. This manual updates and replaces two procedures manuals issued in 1999, *ANR Employees – Background Screening Process & Procedures Manual* and *ANR Volunteers – Orientation, Screening & Fingerprinting Process*. The committee that I appointed last year to revise the earlier procedures manuals included a broad spectrum of ANR, including County Directors and both Master Gardener Program and 4-H Youth Development Program representatives, as well as ANR administrators and a representative from the Office of the General Counsel of the Regents.

Significant changes to the current revision include:

- Current California legislation, California Department of Justice regulations, useful contacts, and troubleshooting strategies are incorporated into the manual and/or provided in appendices.
- For ease of use, both the volunteer and the employee manual are integrated into one overall document with a common question/answer section and appendix.
- All volunteers, regardless of ANR/CE program and current involvement with youth, must undergo background investigations, including DOJ clearance, prior to volunteer service.
- County Directors and other ANR/CE unit administrators have more specific guidance with regard to both volunteer and employee background investigations. For example, a request for exception must now be approved by ANR administration prior to hiring an employee without background clearance. The concept of provisional appointment is developed fully.
- The procedures for background clearance for records handlers are clearly identified in the employment manual.
- Live scan procedures and required documentation are introduced and explained.

I am issuing copies of the revised *ANR Background Investigation Procedures Manual* to all ANR unit managers. The electronic version can be accessed on the Web from the ANR Home Page (<http://ucanr.org/internal/>) under Events and Announcements for the next month or permanently at <http://oakland.ucanr.org/bipm/> or by clicking successively

from the ANR Home Page on Business Services, Administrative Policies & Business Contracts, and *Background Investigation Procedures Manual*.

A series of training sessions is currently being planned throughout the State for May and June of this year, well in advance of the effective date of this revision on July 1, 2002. The training, which should be attended by all ANR/CE staff with any level of responsibility for the background investigation process, will highlight the above modifications in procedures, applicable legislation and regulations, and implementation strategies.

Please do not hesitate to contact the Office of the Controller and Business Services should you have questions about any of the procedures in the manual. I rely on you, as ANR unit managers, to inform appropriate Division staff under your direction of the issuance of this important revision. Thank you.

Sincerely,

W. R. Gomes
Vice President

Attachment

c: Associate Vice President Vaux, Jr.
Assistant Vice President Lund
Controller & Business Services Director McGuire
Deputy to the Vice President Taber
Coordinator Omelich
Background Investigations Committee Members

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Investigation Procedures Manual**

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