

EDINBORO UNIVERSITY OF PENNSYLVANIA

## **REQUEST FOR CRIMINAL HISTORY INFORMATION-Policy No. D016**

Supersedes Policy No. C016, Dated 10/19/89

Recommended for Approval By David M. O'Dessa, Vice President for Administration and Institutional Advancement

Approved By Foster F. Diebold, President on September 29, 1992

Review Date: As Required

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### **INTENT**

It is the intent of this policy to establish administrative control over the release of criminal history information beyond the University Police Department.

This policy does not restrict the exchange of criminal history information between the Edinboro University Police and other law enforcement agencies to the extent it may be provided for in the Criminal History Information Act.

### **POLICY**

Requests for criminal history information on current or past employees of Edinboro University must be approved by the Vice President for Administration and Institutional Advancement, who will inform the President and consult with legal counsel, as needed.

### **PROCEDURE**

Requests for criminal history information will be directed to the Vice President for Administration and Institutional Advancement in writing. Once approved, this request will be forwarded to the Chief of Police, Edinboro University Police Department for response.

All correspondence and criminal history information will be marked "Confidential", and the release of this information will be restricted to those persons having a need to know or a right to know, not inconsistent with legal requirements.