



THE UNIVERSITY OF NORTH CAROLINA AT CHAPEL HILL

June 9, 2003

Office of the Director
of Public Safety

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TO: Deans, Directors and Department Heads

FROM: Chief Derek K. Poarch
Director of Public Safety

SUBJECT: Approved Charges for Police Services

The Department of Public Safety is committed to providing quality law enforcement services for the University community. The Police Operations Division of Public Safety, which provides those services is primarily funded by state allocations and has experienced growing budget cuts as have many university units. Until now we have been able to absorb the cuts without appreciably impacting service delivery. However, this round of cuts has necessitated our review of services we have traditionally provided free but that other police agencies charge for. Beginning in July, several services will now have a charge associated with them in order to continue the service. The services listed below will require payment in the following amounts:

| | |
|--|----------------------------------|
| Copies of Police Reports | \$ 3.00 each report |
| Fingerprint Services | \$15.00 each set |
| Pre-Employment Criminal History Checks | \$20.00 per pre-employment check |

Charging for pre-employment criminal history checks does not change the University's policy that requires background checks on all SPA and EPA non-faculty permanent and temporary hires. Criminal history checks will continue to be required before employment offers can be made.

These charges are necessary to cover personnel and non-personnel expenses for providing the service. Also beginning in July, a new service will be provided for applicants listing prior residence or employment out-of-state. For states with on-line access to criminal histories, we will include the appropriate state checks in addition to the current North Carolina check according to information provided. The fees for police reports and fingerprints will be payable at the time of the request. The cost of pre-employment criminal history checks will be charged back to the department using the position funding information provided. Criminal History checks will not be processed without departmental account information, which will be used to charge the account by automatic direct transfer. For instances where there are multiple funding sources for a position, the account funding the largest percentage will be used. In the case of 50/50, the account listed first will be charged.

If you have any questions concerning the planned service costs, please contact Connie McPherson at 962-7145 or Connie_McPherson@unc.edu. Ms. McPherson will be sending Department Business Managers and HR facilitators more information regarding the payment process prior to July 1st. Thank you in advance for your support in our efforts to continue to provide quality services.

