

UW Whitewater Police



Personal Care Attendant

Number:
41.2.111

No. Pages:
1

Special Instructions:

Approved By:
Chief Kiederlen

Effective Date:
1/22/2014

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1

I. Purpose

To guide officers on how to conduct a background investigation on people requesting electronic access into university buildings after normal business hours to serve as Personal Care Attendants.

II. Policy

Police officers should conduct a thorough background investigation into anyone that is requesting electronic access into university buildings after normal business hours to act as Personal Care Attendants.

III. Procedure

A. Picture Taking Process

1. Take the Personal Care Attendants (PCA's) Photo in a consistent manor using a blue background. The picture should look similar to a driver's license/ identification card photograph.
2. Once the picture taking process is completed, e-mail a copy of the picture to the designated officer to place in a folder on the T-Drive.
3. The PCA should also bring in a signed "Authorization for Release of Information" Form with them. The officer taking the photo should place this form in the mail slot for the designated officer to complete the background check process.

B. Background Check Requirements (in and out of state)

1. Criminal History
2. Driving Record
3. Check for Warrants and Wants
4. Check UWSPD and City of Whitewater Police Report Management System
5. Check Wisconsin Court Access Page (CCAP)

- C. Once the background check portion is completed, the PCA Authorization for Release of Information Form should be returned to the Director of the Center for Students with Disabilities (CSD).