

VERIFICATION OF CRIMINAL HISTORY RECORDS

In the interest of safety and the security of students, employees and the property of the district, it shall be the District's policy to require applicants, provisionally selected for employment, as well as employees to authorize a criminal history "records check" from any law enforcement agency or any other appropriate state agency or judicial authority where such records might be kept. In addition an appropriate Child Abuse Registry (or other state record) will be checked for all such persons.

In addition for all person's whose position includes (or may include) possession of a valid driver's license, a driving record examination may also be required. *(This requirement is separate and distinct from specific additional requirements for anyone transporting students as a district employee.)*

Data received as the result of such a "records check" will be reviewed and used to amplify and verify employment application information, prior to selected individuals beginning employment, when possible, and afterwards, in the event such information is not timely received.

The District also retains the right to withdraw an offer of employment to any individual or terminate an individual's employment status who child abuse or criminal history records check reveals conduct that the District in its sole discretion determines might jeopardize the safety and security of students, employees and/or the property of the District.

It is the intent of the District to verify application materials involving criminal history and Child Abuse Registry records (an/or, when appropriate, the driving record) of successful applicants prior to their beginning employment and when that is not possible, as soon as the same may be completed.

A law enforcement agency or judicial records agency may provide the District a written criminal history record report under the following conditions:

- The district provides a signed release from the individual or prospective employee authorizing the law enforcement agency to provide a criminal history records check to the District.
- The superintendent shall designate one district official to work with law enforcement agencies to obtain records information and maintain appropriate district records.
- The written criminal history records check and child abuse documentation will be maintain in a file other than the individual's personnel file. Such a file and/or the information maintained therein shall be held in strictest confidence, accessible only to the District official designated by the Superintendent.

Approved 7/10/2000

Reviewed 8/11/2014

Revised _____