

VERIFICATION OF CRIMINAL HISTORY RECORDS REGULATIONS

1. All offers of employment will be conditional on the District receiving written criminal history records check and Child Abuse Registry documentation from any law enforcement agency or any other appropriate state agency or judicial authority where such records might be kept. For employment requiring a driver's license, a driving record examination will also be required.
2. Applicants provisionally selected for hire will be given notice by the District that obtaining a written criminal history records and Child Abuse Registry check is a condition of employment for employees hired after the date of the adoption of the Board Policy.
3. These records checks will be used to verify the applicable information found on the application form and provide additional information relevant to the individual's selection for employment.

The District's offer of employment will be automatically withdrawn and/or the employee may be terminated if:

- a. Information from this records check is inconsistent with the information supplied on the application.
 - b. Information obtained reveals conviction of an offense involving the sexual molestation, physical or sexual abuse of a child or other job related offense or felony.
4. The nature of the applicant's past criminal conduct, as revealed by law enforcement or other state records will be assessed and may be grounds for withdrawal of the offer of employment or termination. Conviction of a drug offense or alcohol related offense will be closely scrutinized and may result in withdrawal of employment offer or termination.
 5. The District may at its discretion require successful applicants to provide a criminal history or child abuse records check from more than one law enforcement agency or jurisdiction.
 6. Applicant/Employee files containing criminal history/conviction child abuse and/or driving records documentation will be retained in separate, confidential files to which access is restricted to the district official designated by the superintendent.