

## VERIFICATION OF CRIMINAL CONVICTION RECORDS

In the interest of safety and security of students, employees and the property of the district, it shall be the district's policy to require applicants, provisionally selected for employment, 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, authorization will be required to conduct an appropriate Child Abuse Registry (or other state record) check for all such persons.

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 whose child abuse or criminal history record 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, if any, of successful applicants prior to their beginning employment, or as soon as the "records check" can be completed.

The law enforcement agency or judicial agency may provide the district a written criminal history records report under the following conditions:

1. The district provides a signed release from the prospective employee authorizing the law enforcement agency to provide a criminal history "records check" to the district.
2. The superintendent shall designate one district official to work with law enforcement agencies to obtain records information and maintain appropriate district records.
3. The written criminal history and child abuse documentation will be maintained in a file other than the person'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:            June 10, 1996  
Reviewed:            May 11, 2015  
Revised: