

VERIFICATION OF CRIMINAL CONVICTION RECORDS

1. All offers of employment will be conditional on the district receiving written criminal history records check and Child Abuse Registry documentation from the law enforcement agency or other appropriate state agency or judicial authority where such records might be kept.
2. Applicants provisionally selected for hire will be given notice by the district that obtaining a written criminal history "records check" is a condition of employment for employees hired after the date of the adoption of the board policy. (See exhibit 401.17E1.)
3. The "records check" will be used to verify the applicable information found on the application form. The district's offer of employment will be automatically withdrawn and/or the employee may be terminated if: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 indicates conviction of an offense involving the sexual molestation, physical or sexual abuse of a child or other violent 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. Conviction of a drug offense or alcohol related offense will be closely scrutinized and in most cases result in withdrawal of the employment offer or termination.
5. The district may at its discretion require successful applicants to provide a criminal history "records check" from more than one law enforcement agency or jurisdiction.
6. Applicant/Employee files containing criminal history/conviction records documentation will be retained in separate, confidential files to which access is restricted to the district official designated by the superintendent.

Approved: June 10, 1996  
Reviewed: May 11, 2015  
Revised: