

CRIMINAL RECORDS CHECK

The Board recognizes that it is not only important to employ highly qualified and competent personnel, but also individuals who are good, moral, and law-abiding citizens themselves.

Accordingly, the Superintendent, or his/her designees, shall cause all job candidates being recommended to the Board to undergo criminal records checks conducted by the Bureau of Criminal Identification and Investigation (BCII) at the time of their initial employment or approval as volunteers and at the intervals required by law as set forth below.

The following shall apply:

- A. Each applicant shall be provided with a separate written statement when the applicant first applies notifying him that he is required to provide a set of his fingerprint impressions and that, as a precondition to employment, a criminal records check is required to be conducted and satisfactorily completed.
- B. Each applicant shall be notified, when he first applies, of the amount of the criminal records check fee and that, unless the fee is pre-paid to the Board he will not be considered for employment or a position as a volunteer with the Board. The fee will only be paid by the applicant if he comes under final consideration for employment with or appointment by the Board.
- C. A criminal records check shall be requested from the BCII for each applicant under final consideration. The request shall include a request that the BCII obtain information from the Federal Bureau of Investigation (“FBI”) as part of the criminal records check. The Board may accept a certified copy of any records issued by the BCII presented by an individual applying for employment or appointment with the Board in lieu of requesting such information itself. In such case, however, the Board shall only accept a certified copy of such records within one (1) year after the date of issuance by the BCII.
- D. Except as provided below, each applicant for a position with the Board shall be provided with the appropriate BCII form and a BCII electronic fingerprint impression. The applicant shall properly complete the BCII form and the BCII electronic fingerprint impression and shall submit each to the Board. The properly completed BCII form and BCII electronic fingerprint impression shall then be submitted to the BCII along with the Board's request for a criminal records check. If the applicant, upon request, fails to provide a properly completed BCII form or fails to properly provide impressions of his/her fingerprints, he/she shall not be employed or appointed by the Board.

An applicant who, within a two-year period prior to the date of application, was the subject of a criminal records check prior to being hired by the District for short-term employment shall not be required to undergo a criminal records check if the applicant meets the following conditions:

1. The applicant is applying to be an instructor of adult education; and
 2. The duties of the position for which the applicant is applying do not involve routine interaction with a child or regular responsibility for the care, custody, or control of a child or, if the duties do involve such interaction or responsibility, the Superintendent or his/her designee has arranged for a District employee to be present.
- E. Each applicant for a position with the Board may be employed or appointed conditionally, at the sole discretion of the Board, until the criminal records check is completed and the Board receives the results of the criminal records check. If the results of the criminal records check indicate that the applicant has been convicted of or pleaded guilty to any crime listed in O.R.C. §3319.39(B)(1)(a) or an existing or former law of Ohio, another state, or the United States that is substantially equivalent to any of the offenses listed in O.R.C. §3319.39(B)(1)(a), or if the applicant has applied for a position as a teacher, any crime listed in O.R.C. §3319.31 in addition to those set forth in O.R.C. §3319.39(B)(1)(a), the applicant shall be immediately released from employment with the Board.
- F. Subsequent criminal records checks of employees shall be requested from the BCII for every person hired by the Board, other than a person hired for a position that requires a license issued by the Ohio State Board of Education, according to the following schedule:
1. for a person in a position other than for the operation of a vehicle for pupil transportation by September 5, 2008, and every five years thereafter; and
 2. for a person hired to operate a vehicle used for pupil transportation, at time of initial application for certificate and every six years thereafter at time of renewal.
- If the employee presents proof that he or she has been a resident of Ohio for the five years immediately prior to the date of the subsequent criminal records check, the District shall request BCII to obtain only information from the FBI.
- G. Prior to taking an adverse action against an applicant or employee based in whole or in part on a criminal record check, the applicant or employee will be given a written pre-adverse action disclosure statement which will include a copy of the criminal record check and the Federal Trade Commission's notice entitled "A summary of Your Rights Under the Fair Credit Reporting Act."

- H. After taking an adverse action, the applicant or employee will be given a written adverse action notice which includes the name, address and telephone number of BCII, a statement that BCII did not make the decision to take the adverse action and cannot give specific reasons for it, the individual's right to dispute the accuracy or completeness of any information furnished by BCII and the individual's right to an additional free criminal record check from BCII upon request within 60 days.
- I. When permitted by law, the Board will take into consideration administrative rules adopted by the State Board of Education specifying the circumstances under which a person who has been convicted of a disqualifying offense may be employed; provided the person meets the rehabilitation standards set forth in the rules.
- J. The report of a criminal records check conducted by the BCII pursuant to paragraph C. of this policy is not a public record and shall not be made available to any person other than the applicant, a court, a hearing officer, or other necessary individual involved in a case dealing with the denial of employment to the applicant.
- K. For any position that does not require a license issued by the State Board of Education and is not for the operation of a vehicle for pupil transportation, a private company that provides essential school services to the District shall submit a criminal records check for any employee of the private company who will work in the District in a position that involves routine interaction with or regular responsibility for the care, custody, or control of a child, unless the Superintendent or his/her designee has arranged for a District employee to be present.

LEGAL REFS: O.R.C. §§3319.39; 3319.391; 3319.392; 109.57; 109.572
Fair Credit Reporting Act; 15 U.S.C. 1681, *et seq.*

Adopted: November 25, 2014