

## **Corvallis School District**

### **PERSONNEL**

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#### Fingerprint Background Handling Procedure

1. Who needs to be fingerprinted: All individuals 18 years of age or older to be volunteers or recommended for hire by Corvallis School District need to be fingerprinted.
2. Corvallis School District will obtain a signed waiver from all applicants and provide written communication of applicant rights (Applicant Rights and Consent to Fingerprint Form 5122F). The Applicant Rights and Consent to Fingerprint Form will be kept on file for 5 years or for the length of employment, whichever is longer. The form will be filed in the employees Personnel File.

#### Authority to Fingerprint

The Corvallis School District will send candidates recommended for hire to an authorized fingerprinting agency to obtain fingerprinting or process candidates in house by an SRO officer or CRISS trained official, recommended for hire.

Applicants will complete two (2) fingerprint cards following instructions on the card to fill out the information. District office personnel will add information in the box regarding reason to be fingerprinted.

A spreadsheet of those fingerprinted is kept by Corvallis School District to identify the individual, position being hired for, date of fingerprint and date print received.

Corvallis School District staff that have received training by CRISS will process the fingerprints and send them to the DOJ.

#### Determination Procedures

Personnel staff that have been trained by CRISS and granted access to criminal history record information will receive the background results through their Montana State File Transfer account.

- a. Results are reviewed for determination of eligibility to hire.
- b. Any adverse reports are presented to the appropriate CRISS trained administrator for final approval.
- c. Determination is noted on a determination form and kept in a locked file cabinet.

#### Storage Procedure

Printed background is stored in a separate locked file cabinet. This file cabinet is only accessible to staff that have received CRISS training.

### Dissemination Procedure

Dissemination can only be authorized to personnel within an authorized school district for the purpose which is consistent with the original request of the Criss.

- a. Requesting individual must submit a completed dissemination request form.
- b. Requesting individual must have worked at least five (5) days prior to the request.
- c. All disseminated copies shall be marked with "Copy".
- d. The dissemination must be recorded on a dissemination log.
  - i. The log will be maintained for three (3) years from date of entry.
  - ii. The information on the dissemination log will include:
    1. Date record was shared
    2. Who sent the request (personnel name and district; only CRISS trained personnel can disseminate information)
    3. How the request was fulfilled.
  - iii. Dissemination requests are mailed, faxed or emailed to the requesting representative of the district.

### Destruction Procedure

- Corvallis School District utilizes shredding for destruction of information no longer needed. Corvallis School District will follow the Schedule #7 School District Records Schedule and destroy any employee background records 8 years after no longer employed.
- Dissemination logs are destroyed 3 years from date of entry.

### Training Procedure

- Local Agency Security Officer (LASO)
  - Signed user agreement between district and CRISS
- Privacy and Security Training
  - CRISS training on CHRI required to receive background reports

### Policy History:

Adopted on: 5-14-2019

Effective Date: 5-14-2019

Revised on: