

1 Fingerprint Background Handling Procedure

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- 3 1. Who needs to be fingerprinted: All individuals 18 years of age or older to be volunteers
 - 4 or recommended for hire by Jefferson High School District need to be fingerprinted.
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 - 6 2. Jefferson High School District will obtain a signed waiver from all applicants and
 - 7 provide written communication of applicant rights (Applicant Rights and Consent to
 - 8 Fingerprint Form 5122F). The Applicant Rights and Consent to Fingerprint Form will be
 - 9 kept on file for 5 years or for the length of employment, whichever is longer. The form
 - 10 will be filed in the employee's Personnel File.
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12 Authority to Fingerprint

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14 The Jefferson High School District will send candidates recommended for hire to an entity of the

15 Department of Justice (DOJ) to obtain fingerprinting.

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17 A spreadsheet of those fingerprinted is kept by Jefferson High School District to identify the

18 individual, position being hired for, date of fingerprint, date print received, and date print billed.

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20 Jefferson High School District staff that have received training by CRISS will process the

21 fingerprints and send them to the DOJ.

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23 Determination Procedures

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25 Personnel staff that have been trained by CRISS and granted access to criminal history record

26 information will receive the background results through their Montana State File Transfer

27 account.

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

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32 Storage Procedure

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34 Printed background is stored in a locked file cabinet in a sealed envelope marked "confidential".

35 This file cabinet is only accessible to staff that have received CRISS training.

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37 Dissemination Procedure

38 The Jefferson High School District will not disseminate any fingerprint information.

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40 Destruction Procedure

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- 42 • Criminal history record information will be stored with the personnel file in a sealed
- 43 envelope marked "confidential" for two (2) years or the length of employment,

1 whichever comes first. Jefferson High School District utilizes shredding for destruction
2 of information no longer needed.

- 3 • Dissemination logs are destroyed 3 years from date of entry.

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5 Training Procedure

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- 7 • Local Agency Security Office (LASO)
 - 8 ○ Signed user agreement between district and CRISS
- 9 • Privacy and Security Training
 - 10 ○ CRISS training on CHRI required to receive background reports

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12 Legal Reference:

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14 Policy History:

15 Adopted on: April 2019

16 Revised on:

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18 *Revision Note:*