

CRIMINAL BACKGROUND CHECK AND FINGERPRINTING

As a condition of employment, any employee initially hired after July 1, 1996, who may have access to minors shall be required to submit to fingerprinting for the purpose of the School District obtaining Criminal History Record Information (CHRI) regarding the prospective employee. In addition, such employees shall provide such other information regarding criminal history as requested by the School District in such form as may be required by state law. CHRI inquiries shall be conducted according to procedures established by the Superintendent of the School District, or his/her designee, and in compliance with applicable state and federal law. Any fees associated with the District's request for criminal background information shall be paid by the School District.

The provisions of this policy shall not apply to persons certificated under W.S. 21-2-802 who have met the requirements of this law pursuant to the certification process.

STORAGE OF CHRI

All CHRI will be stored in a secure environment with limited access only to the Human Resources Director. The Human Resources Director may share CHRI with other employees of the school district as may be necessary to the extent allowed and under such procedures as are prescribed by law. A copy of the results may be given to the employee under the provisions of P.L. 92-544. The employee is required to acknowledge receipt of the information through a signed receipt. Misuse of CHRI may result in disciplinary action up to and including termination.

DESTRUCTION OF CHRI

All CHRI will be destroyed by shredding when no longer needed for applicant suitability as determined by the Human Resources Director.

Legal reference: W.S. 21-7-401
 W.S. 7-19-201
 W.S. 21-2-802

First Reading: 9-13-21
Second Reading: 10-4-21