

Personnel

**Fingerprinting, Criminal History Records and Employment Reference Checks**

A. Criminal Records Check Procedure

Record checks will be processed according to the following procedure:

- 1) No later than ten (10) calendar days after the Superintendent or his/her designee has notified a job applicant of a decision to hire the applicant, or as soon thereafter as practical, the Superintendent or his/her designee will supply the all applicants with the paperwork necessary for the applicant to be fingerprinted by **Education Connection** or **CREC**.
- 2) No later than thirty (30) calendar days after the Superintendent or his/her designee has provided the successful job applicant with the fingerprinting information, the new employee must arrange to be fingerprinted (or have an appointment set) by Education Connection or CREC. Failure of the new employee to have his/her fingerprints taken within thirty (30) days will result in termination.
- 3) Any person for whom criminal records checks are required to be performed pursuant to this policy must pay fees and costs associated with the fingerprinting process and/or the submission or processing of the requests for criminal records checks. The district will determine on a yearly basis its contribution to this fee.
- 4) Upon receipt of a criminal record check indicating a previously undisclosed conviction, the Superintendent or his/her designee will notify the affected employee in writing of the results of the record check and will provide an opportunity for the affected employee to respond to the results of the criminal record check.
- 5) Decisions regarding the effect of a conviction upon an employee, whether disclosed or undisclosed by the employee, will be made on a case-by-case basis. Notwithstanding the foregoing, the falsification or omission of any information on a job application or in a job interview, including but not limited to information concerning criminal convictions or pending criminal charges, shall be grounds for disqualification from consideration of employment or discharge from employment.
- 6) Employees or applicants who have had state and national criminal history records checks within one year prior to the date of employment, and who have arranged for such prior criminal history records checks to be forwarded to the Superintendent, will not be required to submit to another criminal history record check at the time of hire.

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**Fingerprinting, Criminal History Records and Employment Reference Checks (cont.)**

- 7) Substitute teachers who have submitted to state and national criminal history records checks upon being hired by the district, will not be required to submit to another criminal history check so long as the substitute teacher is continuously employed by the district, that is, employed for a least one day of each school year, by the district.

B. Notice of Conviction

If, at any time, the Board of Education receives notice of a conviction of a crime by 1) a person holding a certificate, authorization or permit issued by the State Board of Education, or 2) a person employed by a provider of supplemental services, the Board shall send such notice to the State Board of Education.

C. Policy Inapplicable to Operators of School Transportation Vehicles and Students Employed by the School District

- 1) This policy shall not apply to an operator of a school transportation vehicle who is already required to submit to criminal history records check pursuant to Connecticut General Statutes § 14-44 (d).
- 2) This policy shall also not apply to a student employed by the local or regional school district in which the student attends school.

Legal References: Conn. Gen State. § 10-221d  
Conn. Gen. Stat. § 10-212  
No Child Left Behind Act of 2001, Public Law 107-110

Policy adopted: March 2006  
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