

PERSONNEL

Criminal History Record Information R 5-10.1

1. Individuals who are offered or who accept employment, including full-time, part-time, interim and/or substitute positions, will be advised that a condition of employment requires them to sign a consent form for the purpose of collecting fingerprints of the individual for use in obtaining criminal history record Department of Social Services registry of founded complaints of child abuse and neglect information through the Records Management Division of the Virginia State Police and the Federal Bureau of Investigation and the Department of Social Services.
2. Costs associated with conducting criminal background checks will be paid by the school division.
3. If an individual refuses to sign a consent form, the employment process will terminate for that individual.
4. If a response indicates a conviction, any employment offer may be voided.
5. If employment is denied because of information obtained through this criminal history record check, the individual shall be provided with a copy of the information received from the Central Criminal Records Exchange.
6. All employees reported pursuant to Code of Va. 19.2-83.1 shall be required to submit to fingerprinting for purposes outlined in 22.1-296.2 B.
7. If the response to the investigation indicates "No Conviction Data," it will be filed in the employee's personnel file.
8. Records of criminal conviction information and Department of Social Services registry information will not be filed in the individual's personnel file but will be maintained in a separate confidential file. The information provided to the school board shall not be disseminated to any third person not directly involved in the hiring process.

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Revised by School Board: September 2, 1997

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