

Verification of Criminal Conviction Records

1. All offers of employment will be conditioned on the District receiving written criminal conviction and Child Abuse Registry documentation from the law enforcement agency or other appropriate state agency where the selected applicant resides.
2. Applicants and volunteers provisionally selected for hire will be given notice by the District that obtaining a written criminal conviction “records check” is a condition of employment for employees hired after the date of the adoption of the Board policy.
3. The “records check” will be used to verify the applicable information found on the application form. The District’s offer of employment will be automatically withdrawn if:
 - Information from this “records check” is inconsistent with the information supplied on the application;
 - Information obtained reveals conviction of an offense involving the sexual molestation, physical or sexual abuse of a child or other violent felony.
4. The nature of the applicant’s past criminal conduct, as revealed by law enforcement records, will be assessed and may be grounds for withdrawal of the offer of employment. Conviction of a drug offense or alcohol related offense will be closely scrutinized and in most cases result in withdrawal of employment offer.
5. The District may, at its discretion, require successful applicants to provide a criminal conviction “records check” from more than one law enforcement agency or jurisdiction.
6. Applicant/Employee files containing criminal conviction records documentation will be retained in separate, confidential files to which access is restricted to the district official designated by the superintendent.