

ADMINISTRATIVE POLICY

The online version of this policy is official.
Therefore, all printed versions of this
document are unofficial copies.

BACKGROUND INVESTIGATIONS

To ensure the safety and welfare of all students and staff hires of the Clarksville-Montgomery County School System will have a background investigation conducted, which includes being fingerprinted. The cost of the investigation will be borne by the applicant and will be deducted in equal amounts from the first two paychecks.

Use and Dissemination of CHRI

Fingerprints shall be submitted with all requests for criminal history record checks for non-criminal justice purposes. Tennessee and FBI Criminal History Record Information (CHRI) obtained by the District shall be solely used to verify criminal violation(s) and shall not be disseminated except to the applicant or new hire. Results shall be considered confidential and only accessible to authorized District personnel as deemed necessary and identified by the Chief Human Resources Officer (CHRO). CHRI shall only be accessed by authorized personnel in the performance of their duties and shall never be released to the public.

Training regarding CHRI

All persons directly associated with the accessing, maintaining, processing, dissemination or destruction of CHRI will be trained using the Tennessee Crime Information Center's "Tennessee Guide for Non-Criminal Justice Agencies" as provided by the State of Tennessee. Such training provides those with access to CHRI with a working knowledge of federal and state laws and regulations governing the security and processing of criminal history information. The CHRO is responsible for ensuring that authorized personnel receive such training within 60 days of employment or job assignment and refresher training every three years.

Retention Security and Disposal of CHRI

The CHRO has developed a procedure to ensure that CHRI is stored in a secure location ([HUM-P016](#)).

Misuse of CHRI

Employees who misuse CHRI or violate this policy shall be subject to disciplinary action up to and including termination. Any employee with knowledge of misuse shall immediately report a violation to the CHRO.

Associated Documents: T.C.A. §49-5-406(a)(1)
T.C.A. §49-5-413(a)(c)
42 U.S.C. §14616
28 U.S.C. §534

Implementing Procedures: [HUM-P003](#) New Hire In-Processing

[HUM-P016](#) Background Verification Procedure

Revision History:

<u>Date:</u>	<u>Rev.</u>	<u>Description of Revision:</u>
9/07/04		Initial Release
8/5/09	A	Change All new employees to All <u>hires</u> in the first paragraph.
12/3/12	B	Review - no changes to policy, update of format and logo.
9/18/15	C	Added state law content. Para 2-4.
3/8/16		Reviewed, no changes.

***** End of Policy *****