



BACKGROUND VERIFICATION PROCEDURE (HUM-P016)

Clarksville-Montgomery County School System

1.0 SCOPE:

- 1.1 This procedure outlines the process of background verification through fingerprinting.

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

2.0 RESPONSIBILITY:

- 2.1 Human Resources Associate

3.0 APPROVAL AUTHORITY:

- 3.1 Human Resources Director

4.0 DEFINITIONS:

- 4.1 Tennessee Bureau of Investigation: TBI
- 4.2 Federal Bureau of Investigation: FBI
- 4.3 Human Resources: HR
- 4.4 Tennessee Applicant Process Services Response: TAPS Response

5.0 PROCEDURE:

- 5.1 Hired applicant receives instructions to register to be fingerprinted with Cogent Systems at Integrity International Security during in-processing (ref. [HUM-P003](#)).
 - 5.1.1 Integrity International Security transmits fingerprints to TBI/FBI and TBI sends TAPS Response of individual fingerprinted to HR Department.
 - 5.1.2 TAPS Response is forwarded to appropriate HR Associate for tracking purposes.
- 5.2 A reminder is sent to employee if fingerprint results have not been completed with five (5) business days of in-processing.
 - 5.2.1 Failure to be fingerprinted could result in termination of employment.
- 5.3 Human Resources receives background check results from TBI/FBI.
- 5.4 HR Associate does a local background check with the DCS Website and Abuse Registry if results are negative.
 - 5.4.1 Decision is made whether or not to continue employment of employee after local check (ref. [HUM-P003](#)).
 - 5.4.1.1 HR Director/Designee meets with employee regarding results and dismissal.
- 5.5 HR Associate logs results on excel spreadsheet and files TBI/FBI result sheet in a secured file room. **Results are not part of the Personnel File.**



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5.5.1 If fingerprinting involves substitute employees, HR Associate forwards TAPS Results form letter to Kelly Services (ref. HUM-F034).

6.0 ASSOCIATED DOCUMENTS:

- 6.1 New Hire In-Processing Procedure ([HUM-P003](#))
- 6.2 TBI/FBI results sheet (Tennessee Bureau of Investigation Form)
- 6.3 Excel Spreadsheet
- 6.4 Background Check Results form letter (HUM-F034)

7.0 RECORD RETENTION TABLE:

<u>Identification</u>	<u>Storage</u>	<u>Retention</u>	<u>Disposition</u>	<u>Protection</u>
TBI/FBI results sheet	HR Director's Office	Indefinitely	Permanent	Secured Office
Excel Spreadsheet	On computer	Perpetual	Permanent	Hard Drive
Background Check Results Form Letter	HR Director's Office	Indefinitely	Permanent	Secured Office

8.0 REVISION HISTORY:

<u>Date:</u>	<u>Rev.</u>	<u>Description of Revision:</u>
5/12/05		Initial Release
2/20/07	A	Change Identix Fingerprinting to Integrity International Security, clarify 5.2.1, update flowchart
9/03/08	B	Change Police Department to DCS Website and Abuse Registry in 5.4, update flowchart to reflect same
12/03/08	C	Change 5.2 to read if fingerprints are not completed within 5 business days, update flowchart

9.0 FLOWCHART:

9.1 A flowchart detailing this process can be found in "Exhibit A" of this procedure.

***** End of Procedure *****

Background Verification Flowchart

