

(School District or ISD)

## **CRIMINAL HISTORY RECORD CHECK**

(Policy/Guidelines)

To more adequately safeguard students and staff members, the Board of Education requires an inquiry into the background of each applicant the Superintendent recommends for employment on the District's professional staff.

Such an inquiry shall also be made for substitutes who may be employed by the District. For substitutes only, the Superintendent may rely on certification from another local or intermediate school district that a report has been received from the State Police and that the individual has no criminal history.

The Superintendent shall establish the necessary procedures for obtaining from the Criminal Records Division of the State Police any criminal history on the applicant maintained by the State Police.

An applicant must submit, at no expense to the District, a set of fingerprints prepared by a State or local law enforcement agency part of his/her employment application.

Should it be necessary to employ a person in order to maintain continuity of the program prior to receipt of the report, the Superintendent may employ the person on a provisional basis until the report is received.

All information and records obtained from such inquiries are to be considered confidential and shall not be released or disseminated to those not directly involved in evaluating the applicant's qualifications, except the District may confirm to another district that a potential substitute does not have a criminal history, pursuant to a report received from the State Police. Violation of confidentiality is a crime with penalties up to \$1000.

Prior to making any offer of employment to a new applicant, the following procedure is to be used:

- A. The applicant is to submit a set of fingerprints that have been taken by either a State or local (county) law enforcement agency. The prints are to be on a standard form card RI-8 used by all police departments. If the prints are not on this card the applicant must either provide verification from the agency that took the prints or have them retaken on this form.
- B. The applicant's RI-8 card must be signed by the applicant authorizing the request and sent to the Criminal Records Division of the State Police using the District's "Request

for a Criminal History Record Check” form. The person submitting the request is also to request that the criminal history check be run through the FBI records.

- C. Each request must be accompanied by a check, payable to the appropriate agencies in the amount of the actual cost incurred.
- D. All information received from the check shall be kept confidential by the person receiving the report and is to be shared only with the Superintendent. If the applicant is subsequently employed, the record check shall be kept in his/her confidential file.
- E. The Superintendent shall determine whether or not to consider disqualification of an applicant based on the records check.
- F. If the records show that an applicant has been convicted of any of the crimes, the Superintendent shall report such conviction to the Michigan Department of Education, Office of Professional Preparation and Certification Services, P.O. Box 30008, Lansing, Michigan 48909.

Adopted (Date)

**REQUEST FOR A CRIMINAL HISTORY RECORD CHECK**

\_\_\_\_\_ SCHOOL DISTRICT  
\_\_\_\_\_, MICHIGAN \_\_\_\_\_

Pursuant to State law, \_\_\_\_\_, represent that (check one):

- \_\_\_\_\_ A. I have not been convicted of, or pled guilty or nolo contendere (no contest) to any crimes.
  
- \_\_\_\_\_ B. I have been convicted of or pled guilty or nolo contendere (no contest) to the following crimes (use separate sheet to explain nature of conviction, date and court):
  - 1. \_\_\_\_\_  
\_\_\_\_\_
  - 2. \_\_\_\_\_  
\_\_\_\_\_
  - 3. \_\_\_\_\_  
\_\_\_\_\_

I understand and agree that, pursuant to the law,

- A. the Board of Education must request a criminal history check on me from the Michigan State Police and from the Federal Bureau of Investigation;
- B. until that report is received and reviewed by the District, I am regarded as a conditional employee; and
- C. if the report received from the State Police or the FBI is not the same as my representation(s) above respecting either the absence of any conviction(s) or any crimes of which I have been convicted, my employment contract is void at the option of the District.

I hereby authorize such a records check and agree to pay the fee charged by the State Police and any additional fees associated with an FBI check.

\_\_\_\_\_ Date \_\_\_\_\_ Signature