

PERSONNEL

Criminal Background Investigations

It is the policy of the Board that all employees hired after January 1, 1999, and who care for or supervise students; or have access to students in schools will submit to a background investigation conducted by the appropriate law enforcement agency as a condition for employment. The Superintendent is charged with the responsibility for carrying out the intent of this policy.

All finalists for employment, through their name and social security number, will be given a background investigation with the Department of Justice to determine if he or she has been convicted of certain criminal or drug offenses. All employees of persons or companies holding a contract with the district which places that employee in supervision or contact with students shall submit to a background check. Also, all volunteers assigned within the district who have unsupervised access to students shall have a background check at the expense of the District.

An applicant must be of good character. If he/she has any prior record of arrest or conviction by any local, state, or federal law enforcement agency for an offense other than a minor traffic violation, the facts must be reviewed by the Superintendent and his/her staff who shall decide whether the applicant shall be declared eligible for appointment. Multiple traffic violations may be considered if deemed to be pertinent to the applicant's capability to perform the duties of the position.

A record of conviction resulting from the background check will be held as confidential and shared only with the Board, Superintendent, the County Superintendent, the Superintendent of Public Instruction, the State Teacher Certification Board, or any other person necessary to the hiring decision.

Legal Reference:	§ 44-5-301, MCA	Dissemination of public criminal justice information
	§ 44-5-302, MCA	Dissemination of criminal history record information that is not public criminal justice information
	§ 44-5-303, MCA	Dissemination of confidential criminal justice information

Policy History:

Adopted on: February 18, 1999

Revised on: November 16, 2006