

Franklin Special Board of Education

Monitoring: Review: Annually, in September	Descriptor Term: Background Investigations	Descriptor Code: 5.1061	Issued Date: 10/19/15
		Rescinds:	Issued:

1 USE AND DISSEMINATION

2 Fingerprints or other approved forms of positive identification shall be submitted with all requests for
3 criminal history record checks for non-criminal justice purposes.^{1, 2} The director of schools shall ensure
4 the Originating Agency Identifier number is on file at all times.

5 Tennessee and FBI Criminal History Record Information (CHRI) obtained by the district shall be
6 solely used to verify criminal violation(s) and shall not be disseminated. Results shall be considered
7 confidential and only accessible to district personnel identified by the director of schools. CHRI shall
8 only be accessed by authorized personnel in the performance of their duties and shall never be released
9 to the public.

10 All persons directly associated with the accessing, maintaining, processing, dissemination or
11 destruction of CHRI must sign an awareness statement and shall indicate that they have been specially
12 trained on the subject. The training shall provide those with access to criminal history record
13 information with a working knowledge of federal and state regulations and laws governing the security
14 and processing of criminal history information. The director of schools is responsible for ensuring that
15 authorized personnel receive such training within 60 days of employment or job assignment and every
16 three years.

17 RETENTION AND SECURITY

18 The Director of Schools shall develop procedures to ensure CHRI is stored in a secure location. Areas
19 in which CHRI is processed and handled shall be restricted to authorized personnel identified by the
20 Director of Schools. The area shall be out of the view of the public and unauthorized personnel. The
21 Director of Schools shall maintain a list of all employees who have access to, can process, disseminate,
22 and/or destroy CHRI.

23 DISPOSAL OF CHRI

24 When CHRI is no longer needed, it shall be destroyed by burning, shredding or other method rendering
25 the information unreadable. Record destruction must be conducted under the supervision of the
26 director of schools.

27 MISUSE

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

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Legal References

1. 42 U.S.C. § 14616
2. 28 U.S.C. § 534

Cross References

Application and Employment 5.106