

Cannon County Board of Education

Monitoring: Review: Annually, in September	Descriptor Term: Background Investigations	Descriptor Code: 5.118	Issued Date: 08/09/18
		Rescinds: 5.118	Issued: 09/18/15

1 Background checks shall be required for applicants, employees, contract workers, and volunteers.¹

2 The Director of Schools/designee shall develop any necessary corresponding procedures.

3 To ensure the safety and welfare of students and staff, the district shall require criminal history
4 background checks and fingerprinting of applicants for teaching positions and any other positions that
5 require proximity to children.¹ Further, applicants who (1) have been identified by the Department of
6 Children's Services as perpetrators of child abuse, severe child abuse, child sexual abuse, or child
7 neglect, or who pose an immediate threat to the health, safety, or welfare of children; or (2) who are
8 listed on the state's abuse of vulnerable persons registry maintained by the Department of Health shall
9 not be employed.² Any costs incurred to perform these background checks and fingerprinting shall be
10 paid by the applicant. The Board shall reimburse the applicant if the position is offered and accepted.³

11 USE AND DISSEMINATION

12 Fingerprints or other approved forms of positive identification shall be submitted with all requests for
13 criminal history record checks for non-criminal justice purposes.⁴ The director of schools shall ensure
14 the Originating Agency Identifier number is on file at all times.

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

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

27 RETENTION AND SECURITY

28 The Director of Schools shall develop procedures to ensure CHRI is stored in a secure location. Areas
29 in which CHRI is processed and handled shall be restricted to authorized personnel identified by the
30 Director of Schools. The area shall be out of the view of the public and unauthorized personnel. The

1 Director of Schools shall maintain a list of all employees who have access to, can process, disseminate,
2 and/or destroy CHRI.

3 **DISPOSAL OF CHRI**

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

7 **MISUSE**

8 Employees who misuse CHRI or violate this policy shall be subject to disciplinary action up to and
9 including termination. Any employee with knowledge of misuse shall immediately report a violation to
10 the director of schools.
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Legal References

1. Public Acts of 2018, Chapter No. 1006
2. TCA 49-5-406(a)(1); TCA 49-5-403;
TCA 49-5-413(a)(2), (e)
3. TCA 49-5-413(c)
4. 34 USCA § 40316

Cross References

School Volunteers 4.501
Application and Employment 5.106