

1 **Charlo School District**

2  
3 **PERSONNEL**

5120P  
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6 Federal Background Check Fingerprint and Information Handling Procedure

- 7
- 8 1. Who needs to be fingerprinted: All individuals 18 years of age or older to be volunteers or  
9 recommended for hire by the School District need to be fingerprinted under the National Child  
10 Protection Act and Volunteers for Children's Act (NCPA/VCA).  
11
  - 12 2. The School District will obtain a signed waiver from all applicants and provide written  
13 communication of Applicant Rights and Consent to Fingerprint Form at 5122F. Applicants shall  
14 also be provided the Applicant Privacy statement at 5120F. The Applicant Rights and Consent to  
15 Fingerprint Form will be kept on file for 5 years or for the length of employment, whichever is  
16 longer. The form will be filed in the employees Personnel File.  
17

18 Basis to Collect and Submit Fingerprints for Purposes of Federal Background Check

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20 Ink fingerprints are captured in house by agency personnel that have completed and passed the  
21 certification course provided by CRISS. All applicants must provide a current government issued  
22 photo identification at the time of fingerprinting for identification verification. Two ink  
23 fingerprint cards are captured for each applicant and all data fields are completed and checked  
24 for accuracy. Complete fingerprint cards are then mailed to DOJ/CRISS along with payment.  
25

26 A spreadsheet of those fingerprinted is kept by the School District to identify the individual, position  
27 being hired for, date of fingerprint, date print received and date print billed.  
28

29 The School District staff that have received training by CRISS will process the fingerprints and send them  
30 to the DOJ.  
31

32 LASO

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34 Steve Love has been appointed as the Local Agency Security Officer and acts as the primary point of  
35 contact between the School District and CRISS. Steve Love is responsible for ensuring CJIS Policy  
36 compliance by all authorized recipients within the School District LASO is also responsible of any  
37 Privacy and Security Agreements with those who do not use CHRI on a regular basis. Any change in  
38 appointment of the LASO or other authorized personnel will be reported to CRISS immediately.  
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41 Access of CHRI

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43 All background results are received by Steve Love through the State File Transfer Service. Results are  
44 printed and stored in a locked filing cabinet in the business office until a determination for employment is  
45 made. Only authorized personnel that have undergone Privacy and Security Information have access to  
46 printed criminal history record information. Authorized recipients of CHRI include  
47

48 Superintendent (Steve Love) Principal (Jon Gustafson), and the Business manager (Sara Vaughan).  
49

1 Printed background checks are reviewed by the Business Manager (name) and a determination form is  
2 completed. If any adverse results are present on the background check, it is given to the Superintendent,  
3 and Principal for final determination of eligibility. (Entity Name) utilizes a determination form and the  
4 CHRI is then shredded.

#### 5 6 Determination Procedures

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8 Personnel staff that have been trained by CRISS and granted access to criminal history record information  
9 will receive the background results through their Montana State File Transfer account.

- 10 a. Results are reviewed for determination of eligibility to hire.  
11 b. Any adverse reports are presented to the appropriate administrator for final approval.  
12 c. Determination is noted on a determination form and kept in a locked file cabinet.

#### 13 14 Retention and Storage Procedure

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16 All criminal history record information is stored in a locked filing cabinet within the business  
17 office. Only authorized personnel, Superintendent, Principal, and the Business Manager as noted  
18 in this policy have access to this information. Only authorized personnel are present during the  
19 determination process when the criminal record is being reviewed.

20  
21 Printed background checks are stored until a final determination for employment has been made,  
22 two weeks or less. A determination form is then completed and CHRI is then destroyed in  
23 accordance with the Destruction Procedure outlined in this document.

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25 Dissemination Logs are maintained for a period of 3 years from the date of dissemination or  
26 between audits, and the Applicant Rights and Consent to Fingerprint form is maintained for at  
27 least five years or the length of employment, whichever is longer.

#### 28 29 Dissemination Procedure

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31 The School District does not disseminate criminal history record information with any other agency. A  
32 copy of our determination form can be provided to outside agencies upon request.

#### 33 34 Destruction Procedure

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36 At the end of the retention and storage period outlined in this document, all CHRI and related  
37 information is shredded in house by (authorized personnel name).

#### 38 39 Applicant procedures for challenging or correcting their record

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41 All applicants are given the opportunity to challenge or complete their record before a final  
42 determination is made.

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44 Applicants wishing to challenge their record are given a copy of the background report.

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46 The applicant is then given 10 days to contact the state or agency in which the record was created  
47 to make corrections. After the allotted time, the applicant must then provide the School District  
48 with a copy of the corrected background report provided by and notarized by the State

1 Identification Bureau. The fee associated for a copy of the state record provided by the State  
2 Identification Bureau will be the responsibility of the applicant.

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4 Policy and procedures for misuse of CHRI

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6 The School District does not allow dissemination of CHRI to persons or agencies that are not  
7 directly involved in the hiring and determination process. If CHRI is disseminated outside of the  
8 authorized receiving department, (agency LASO) will report this to CRISS immediately and  
9 provide CRISS with an incident response form. The incident response form will include the  
10 nature of the incident, any internal reprimands that may have resulted from the incident, as well  
11 as our agencies plan to ensure that this incident does not get repeated.

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13 Training Procedure

- 14  
15 • Local Agency Security Officer (LASO)  
16     ○ Signed user agreement between district and CRISS  
17 • Privacy and Security Training  
18     ○ CRISS training on CHRI required to receive background reports  
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21 Policy History:

22 Adopted on: 10/15/18

23 Reviewed on:

24 Revised on: 07/16/19, 4/20/21