Board Policy ~~GAM: Staff Rights and Responsibilities~~ GAK: Criminal Background Checks Status: ADOPTED

Original Adopted Date: 12/04/2014 | Last Revised Date: 06/17/2021 | Last Reviewed Date: 06/17/2021

The Board of Public Education for Bibb County ("Board") believes that all employees should be good role models for students. Therefore, the following procedures will apply to all employees working in the Bibb County School ~~the~~ District ("District") and to all applicants seeking employment.

Criminal Records Check

Criminal record checks will be conducted on all personnel in accordance with state laws, state board rules, and rules of the Professional Standards Commission. A criminal record check will be conducted at or prior to employment on every individual who is employed by the District for the first time to fill either a full-time or part-time certified or classified position with the District. The District may employ new employees for a maximum of 20 days (or otherwise as permitted by law) in order to allow for the receipt of the results of the criminal record check.

Volunteers are governed by the criminal record check procedures set out in Board Policy IFCD, and IFCD-R(1).

~~All (i) new employees, (ii) all incumbent certificated employees whose certificate is up for renewal, (iii) all classified employees upon their fifth anniversary of employment, and (iv)ii) all volunteers participating in overnight field trips shall submit to fingerprinting and a records check for the purpose of determining whether such person has ever been convicted of a crime or has a criminal history record.~~

The ~~superintendent~~ District ~~shall~~ will require all such employees ~~and volunteers~~ to execute the appropriate forms required by law and to submit to a fingerprint identification check in order to obtain the necessary criminal record information from the Georgia Crime Information Center ("GCIC") or other appropriate law enforcement agency.

~~Subsequent criminal record checks will be conducted on all personnel in accordance with state laws, state board rules, and rules of the Professional Standards Commission~~. All certified personnel whose employment is continued with this District will have a criminal record check made upon any certificate renewal application to the Professional Standards Commission. All classified employees whose employment is continued with this District will have subsequent criminal record checks on a five-year rotation based on the anniversary of their employment.

In the course of carrying out their duty to investigate situations involving possible employee misconduct, the Superintendent may, in their discretion, require any employee to submit to an updated criminal record check.

District employees and prospective employees are responsible for the associated fees for all criminal records checks.

Any criminal record information furnished by the GCIC or any other law enforcement agency ~~shall~~ will be placed in a separate, confidential section of the employee's permanent records folder and access to such information ~~shall~~ will be limited to the Superintendent, and ~~any person designated by him or her~~ their designee.

~~In the course of carrying out his/her duty to investigate situations involving possible employee misconduct, the Ssuperintendent may, in his/her discretion, require any employee or any person serving in a volunteer capacity with the school Ddistrict to submit to a criminal records check.~~

This Policy is intended to guide District personnel in carrying out their responsibilities relating to criminal background checks in a manner consistent with applicable law and the District's commitment to student safety and effective operations. Implementation of the Policy will involve the exercise of professional judgment by appropriate administrators. Nothing in this Policy is intended to create a legal obligation on the District or its employees greater than that required by law.

Employee Arrested, Indicted, Charged or Bound Over

Any District employee of the ~~school district~~ who is arrested, bound over to a grand jury, charged by accusation, or indicted for any criminal offense shall report such incident ~~same~~ to ~~his~~their principal or supervisor and ~~the Personnel Administrator~~the Executive Director of Personnel in writing, as soon as reasonably practical but in no event later than five (5) calendar days.

Upon such arrest, accusation or indictment, the principal and appropriate administrator(s) ~~shall~~ will consult with the Superintendent or Human Resources ~~and~~Department and, if needed, the board attorney, to determine the appropriate action to be taken, in accordance with state and federal law.