

Lakeland Board of Education

Monitoring: Review: Annually, in September	Descriptor Term: Background Investigations	Descriptor Code: 5.118	Issued Date:
		Rescinds:	Issued:

1 To ensure the safety and welfare of students and staff, the district shall require criminal history
2 background checks and fingerprinting of applicants for teaching positions and any other positions that
3 require proximity to children.¹ Any costs incurred to perform these background checks and
4 fingerprinting shall be paid by the applicant.

5 **USE AND DISSEMINATION**

6 Fingerprints or other approved forms of positive identification shall be submitted with all requests for
7 criminal history record checks for non-criminal justice purposes.³ The superintendent shall ensure the
8 Originating Agency Identifier number is on file at all times.

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

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

21 **RETENTION AND SECURITY**

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

27 **DISPOSAL OF CHRI**

28 When CHRI is no longer needed, it shall be destroyed by burning, shredding or other method rendering
29 the information unreadable. Record destruction must be conducted under the supervision of the
30 superintendent.

31 **MISUSE**

32 Employees who misuse CHRI or violate this policy shall be subject to disciplinary action up to and
33 including termination. Any employee with knowledge of misuse shall immediately report a violation to

1 the superintendent.
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Legal References

1. TCA 49-5-406 (a)(1)
2. TCA 49-5-413 (c)
3. 42 U.S.C. § 14616
4. 28 U.S.C. § 534

Cross References