

**POST FALLS SCHOOL DISTRICT NO. 273**  
Series 600: Non-Certified Personnel: Employment  
Policy No. 602.3  
Policy Title: Background Checks/Registration  
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Post Falls School District #273, as a condition of employment, requires each employee to undergo a criminal history check. Employees will obtain the history check within five (5) days of being hired. The employee will pay the fee charged by the State Department of Education to process the initial fingerprint/background check. Employees may elect to have the cost of the criminal history check deducted from their paycheck.

The refusal or failure of a prospective employee to submit to the criminal history check will constitute sufficient grounds to reject his/her application.

While awaiting the results of the criminal history check the employment will be considered temporary and conditional subject to receipt of notice of a satisfactory background check as provided by law.

In the event the district receives notice that a criminal history check of an employee reveals that the employee has been convicted of a felony crime enumerated in Idaho Code § 33-1208, it will be grounds for immediate termination, dismissal or other personnel action of the district.

The information obtained by the district from the criminal history check conducted through the State Department of Education will be placed in the subject employee's personnel file and shall remain confidential in the manner and to the extent provided by law.

Any person or entity (and its employees, agents or representatives) contracting with or otherwise providing services, consultations or materials to the district, will be required to register with the school when there is direct personal or frequent contact with district students, personnel or property.

Legal References: IC §§ 33-130, 33-512  
Applicable Procedural Regulations: 602.3a  
Date of Adoption: 10/14/96  
Amended: 8/8/05  
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