

# Board Policy G-23: Background Checks and Self-Reporting



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## REFERENCES

[G-23: Administrative Procedures, Background Checks and Self-Reporting](#)  
[20 U.S.C. §5961 et seq., Safe Schools Act of 1994](#)  
[42 U.S.C. §16902 et seq., Adam Walsh Child Protection and Safety Act of 2006](#)  
[Utah Code Ann. §53-10-108, Restrictions on access, use, and contents of \[Criminal Investigations and Technical Services Division\] records](#)  
[Utah Code Ann. §53-10-211, Notice required of arrest of school employee for controlled substance or sex offense](#)  
[Utah Code Ann. §53G-11-401 et seq., Background Checks](#)  
[Utah Code Ann. §76-5-101 et seq., Offenses Against the Person](#)  
[Utah Admin. Code R277-217, Educator Standards and Local Education Agency \(LEA\) Reporting](#)  
[Utah Admin. Code R277-316, Professional Standards and Training for Non-licensed Employees and Volunteers](#)  
[Board Policy P-4: Discipline of District Employees](#)

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## THE POLICY

The Salt Lake City School District Board of Education requires all offers of district employment or appointment to individuals who are 18 years old or older to be contingent on submission to a nationwide, fingerprint-based criminal background check and ongoing monitoring in accordance with state law. Individuals subject to these requirements include both licensed and non-licensed employees, certain volunteers, and any temporary employees contracted through a staffing service. Before hiring an individual to work as an employee, the district will also seek to obtain references and a discipline record, including any employment action taken or discipline imposed for the physical or sexual abuse of a child or student, from the applicant's prior employer(s). Similarly, before authorizing an individual to perform certain volunteer services in the district, the district will obtain all necessary background information.

Subsequent criminal background checks will also be completed at the time of license renewal for licensed employees and every five years for non-licensed employees. At any time while employed by the district, when reasonable cause exists, an employee will be required to submit to a criminal background check.

As a condition of continued employment or service, the board requires employees and certain volunteers to report their arrest, citation (other than for minor traffic violations or parking tickets), plea in abeyance, or conviction to their immediate supervisor or the executive director of human resource services within 48 hours of such an occurrence.

The purpose of this policy is to maintain a safe learning and working environment in the district for students, employees, and patrons.

The district has set forth its specific processes for implementing this board policy through the accompanying [administrative procedures](#).

No district employee or student shall be subjected to discrimination in employment or any district program or activity on the basis of age, color, disability, gender, gender identity, genetic information, national origin, pregnancy, race, religion, sex, sexual orientation, or veteran status. The district is committed to providing equal access and equal opportunity in its programs, services and employment including its policies, complaint processes, program accessibility, district facility use, accommodations and other Equal Employment Opportunity matters. The district also provides equal access to district facilities for all youth groups listed in Title 36 of the United States Code, including scouting groups. The following person has been designated to handle inquiries and complaints regarding unlawful discrimination, harassment, and retaliation: Tina Hatch, Compliance and Investigations/Title IX Coordinator, 440 East 100 South, Salt Lake City, Utah 84111, (801) 578-8388. You may also contact the Office for Civil Rights, Denver, CO, (303) 844-5695.