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3 **PERSONNEL**

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5 Fingerprints and Criminal Background Investigations

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7 It is the policy of the Board that the following shall be required as a condition of any offer of  
8 employment or appointment to authorize, in writing, a name-based and fingerprint criminal  
9 background investigation conducted by the appropriate law enforcement agency:

- 10 • Licensed teachers seeking full- or part-time employment within the District;  
11 • Substitute teachers seeking on-call employment within the District;  
12 • Support personnel employees seeking full- or part-time employment within the District;  
13 • Employees of a person or firm holding a contract with the District if the employee is  
14 assigned to the District;  
15 • Volunteers assigned within the District who has regular unsupervised access to students.

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17 In the event that time is of the essence in placing the candidate or volunteer, the Board may approve  
18 the employment or volunteer assignment contingent upon an acceptable investigation report.  
19 Employment or appointment shall be contingent upon results of the fingerprint criminal  
20 background investigation in a manner consistent with the expectations and standards set by the  
21 Board. An unacceptable background investigation shall be cause for rejection of an application or  
22 immediate dismissal of the employee or volunteer.

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24 Any requirement of an applicant to submit to a fingerprint background investigation shall be in  
25 compliance with the Volunteers for Children Act of 1998 and applicable federal regulations. If an  
26 applicant has any prior record of conviction by any local, state, or federal law enforcement agency  
27 for an offense other than a minor traffic violation, the facts must be reviewed by the Superintendent  
28 or designee, who shall decide whether the applicant shall be declared eligible for appointment or  
29 employment in a manner consistent with the expectations and standards set by the Board.

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31 All Criminal History Record Information (CHRI) will be kept in a secure room in the Human  
32 Resources Office for the length of employment. After separation of employment from Great Falls  
33 Public Schools, CHRI will be maintained in a separate secure room for an additional ten (10) years.  
34 All CHRI information will be destroyed by shredding conducted by authorized personnel.

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37 Cross Reference:

- 38 Policy 5120 Hiring Process and Criteria  
39 Policy 5122P Fingerprint Background Handling Procedure  
40 Policy 5122F Applicant Right and Consent to Fingerprint

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1 Legal Reference:

2 § 44-5-301, MCA Dissemination of public criminal justice information

3 § 44-5-302, MCA Dissemination of criminal history record information that is not public  
4 criminal justice information

5 § 44-5-303, MCA Dissemination of confidential criminal justice information Public Law 105-  
6 251, Volunteers for Children Act

7 Admin. R. Mont. 10.55.716 Substitute Teachers Public Law 105-251, Volunteers for Children  
8 Act

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10 Policy History:

11 Adopted on: July 1, 2000

12 Revised on: April 28, 2008

13 Revised on: February 12, 2018

14 Revised on: September 9, 2019