

1 **Great Falls Public Schools**

2  
3 **PERSONNEL**

5122P

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5 Federal Background Fingerprint and Information Handling Procedure

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7 1. Who needs to be fingerprinted: All individuals 18 years of age or older to be volunteers  
8 or recommended for hire by Great Falls School District need to be fingerprinted under the  
9 National Child 10 Protection Act and Volunteers for Children’s Act (NCPA/VCA).  
10 2. Great Falls School District will obtain a signed waiver from all applicants and provide  
11 written communication of applicant rights (Applicant Rights and Consent to Fingerprint  
12 Form 5122F). The Applicant Rights and Consent to Fingerprint Form will be kept on file  
13 for 5 years or for the length of employment, whichever is longer. The form will be filed  
14 in the employees’ Personnel File.

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16 Basis to Collect and Submit Fingerprints for Purposes of Federal Background Check

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18 Livescan fingerprints are captured in house by agency personnel that have completed and passed  
19 the certification course provided by the Criminal Record and Identification Services Section  
20 (CRISS). All applicants must provide a current government issued photo identification at the  
21 time of fingerprinting for identification verification. Fingerprint are then submitted to CRISS via  
22 the Livescan.

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24 Local Agency Security Officer (LASO)

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26 The Human Resources Director has been appointed as the Local Agency Security Officer and  
27 acts as the primary point of contact between the District and CRISS. The Human Resources  
28 Director is responsible for ensuring CJIS Policy compliance by all authorized recipients within  
29 the District. LASO is also responsible of any Privacy and Security Agreements with those who  
30 do not use Criminal History Record Information (CHRI) on a regular basis. Any change in  
31 appointment of the LASO or other authorized personnel will be reported to CRISS immediately.

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33 Access of CHRI

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35 All background results are received by Human Resources through the State File Transfer  
36 Service. Results are printed and stored in a locked filing cabinet in the Human Resources office  
37 until a determination for employment is made. Only authorized personnel that have undergone  
38 Privacy and Security Information have access to printed CHRI. Authorized recipients of CHRI  
39 include the Superintendent, Director of Human Resources and Human Resources employees who  
40 have completed proper training.

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42 Printed background checks are reviewed by trained Human Resources staff. If any adverse  
43 results are present on the background check, it is given to the Director of Human Resources for

1 determination of eligibility. Background results are placed in the employee's file in a sealed  
2 envelope.

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4 Determination Procedures

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6 Personnel staff that have been trained by CRISS and granted access to criminal history record  
7 information will receive the background results through their Montana State File Transfer  
8 account.

- 9 a. Results are reviewed for determination of eligibility to hire  
10 b. Any adverse reports are presented to the appropriate administrator for final approval.  
11 c. Determination is noted on a determination form and kept in a locked file cabinet.

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13 Retention and Storage Procedure

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15 All criminal CHRI is stored in a locked filing cabinet within the Human Resources office. Only  
16 authorized personnel have access to this information. Only authorized personnel are present  
17 during the determination process when the criminal record is being reviewed.

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19 Printed CHRI is kept for the length of employment and then destroyed according to the  
20 Destruction Procedure outlined in this document.

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22 Dissemination Logs are maintained for a period of 3 years from the date of dissemination or  
23 between audits, and the Application Rights and Consent to Fingerprint Form is maintained for at  
24 least five years or the length of employment, whichever is longer.

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26 Dissemination Procedure

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28 Applicants wishing to obtain a copy of their background report may make a request to the  
29 LASO. A current government photo identification must be presented at the time of the request. A  
30 copy of the background report is made and marked as a "copy" and provided to the applicant.  
31 The dissemination is then logged. Dissemination logs include: what record was shared, the date it  
32 was shared, the method of sharing, and the agency personnel that shared the record. The  
33 dissemination log is stored in a locked filing cabinet for at least 3 years or between audits,  
34 whichever is longer.

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36 Destruction Procedure

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38 At the end of the retention and storage period outlined in this policy, all CHRI and related  
39 information is shredded in house by authorized personnel.

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## Applicant Procedures for Challenging or Correcting Their Record

All applicants are given the opportunity to challenge or complete their record before a final determination is made. Applicants wishing to challenge their record are given a copy of the background report. The applicant is then given 10 days to contact the state or agency in which the record was created to make corrections. After the allotted time, the applicant must then provide the District with a copy of the corrected background report provided by and notarized by the State Identification Bureau. The fee associated for a copy of the state record provided by the State Identification Bureau will be the responsibility of the applicant.

## Policy and Procedures for Misuse of CHRI

The District does not allow dissemination of CHRI to persons or agencies that are not directly involved in the hiring and determination process. If CHRI is disseminated outside of the authorized receiving department, LASO will report this to CRISS immediately and provide CRISS with an incident response form. The incident response form will include the nature of the incident, any internal reprimands that may have resulted from the incident, as well as our agencies plan to ensure that this incident does not get repeated.

## Training Procedure

- Local Agency Security Officer (LASO)
  - Signed user agreement between district and CRISS
- Privacy and Security Training
  - CRISS training on CHRI required to receive background reports

## Cross Reference

Policy 5122 Fingerprints and Criminal Background Investigations  
Policy 5122F Applicant Rights and Consent to Fingerprint

## Policy History

Adopted on: September 9, 2019  
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