

<u>Section:</u>  <b>Human Resources</b>	<b>Knox County Board of Education Policy</b>		
	<b>Employee Background Checks</b>	Descriptor Code:	Issued:
		<b>G-212</b>	<b>10/18</b>
		Reviewed:	Revised:
		<b>5/25</b>	<b>7/25</b>

The Knox County Board of Education complies with Tennessee state law in requiring background checks for Knox County Schools' employees. As such, prior to employment, and at least every five (5) years thereafter, any person applying for or holding a position as a teacher or any other position requiring proximity to school children anywhere in the Knox County Schools (KCS) must:

1. Agree to the release of all investigative records to the Board/KCS for examination for the purpose of verifying the accuracy of criminal violation information; and
2. Supply a fingerprint sample and submit to a criminal history records check to be conducted by the Tennessee Bureau of Investigation (TBI) and the Federal Bureau of Investigation (FBI).<sup>1</sup>

Beginning Fall 2024, all new hires in a regularly scheduled position will be enrolled in the FBI's Record of Arrest and Prosecution Background (RAP Back) service. Once an employee is enrolled in the RAP Back program, they will no longer need to be background checked every five (5) years. Employees who are not enrolled in the RAP Back program will continued to be background checked every five (5) years until enrollment in the program, but will be enrolled in the program upon the next background check.

Legal Reference:

1. T.C.A. § 49-5-413.

Approved as to Legal Form  
By Knox County Law Director 5/16/2025  
/Gary T. Dupler/Deputy Law Director