A pre-employment and annual criminal history background check is required for each position in the Keller ISD, including employees, substitutes, volunteers and student teachers. The district shall follow applicable federal laws, state laws and Board Policy in obtaining criminal history record information. Applicants for employment with the district must authorize in writing this background investigation using the district-provided electronic form. If any applicant is found to have falsified any information regarding conviction history, the applicant may not be considered for employment.

In accordance with Senate Bill 9, after the required information is submitted, the person may begin employment, but that employment is conditional upon the review of that person's criminal history report information by the district and must be terminated if the district makes a determination that the employee or applicant is ineligible for employment.

New Employee Criminal History Review Process

When the Human Resources (HR) Department receives a recommendation for hire, criminal history record information (i.e., information collected about a person by a criminal justice agency that consists of identifiable descriptions and notations of arrests, detentions, indictments, and other formal criminal charges and their dispositions) is requested from the electronic clearinghouse and subscription service established by the Department of Public Safety.

The **New Hires Criminal Background Guidelines** contains a list representative of the kinds of conduct and incidents which indicate unacceptable characteristics. When considering the criminal history record, the district will also consider:

- The nature and/or severity of the offense.
- The length of time since the conviction.
- The nature of the position for which the applicant is applying.

Volunteers Criminal History Review Process

Any person interested in volunteering on a KISD campus must complete and submit a Volunteer Application on the district's on-line application system. Included in the application is a Volunteer Criminal History (CH) Authorization form.

When the HR Department receives a request to volunteer through the on-line application system, criminal history record information is requested from the Texas Department of Public Safety. The **Volunteer Criminal Background Guidelines** contains a list representative of the kinds of conduct and

incidents which indicate unacceptable characteristics. When considering the criminal history record, the district will also consider:

- The nature and/or severity of the offense.
- The length of time since the conviction.

Approved Volunteers will be listed in the Raptor System under Approved Volunteers and will receive an e-mail from the on-line application system stating approval to volunteer within seven business days. This list is accessible by every campus and the HR Department. If a volunteer is not approved, the principal of the campus originating the request will receive an e-mail notification from the HR Department informing them of that decision. The Director of Human Resources will notify the volunteer by telephone or by letter informing them that they were not cleared. Attached is a sample letter to the volunteer.

Current Employee Arrest Review Process

When Human Resources (HR) becomes aware that an SBEC certified employee has been arrested, HR contacts employee to gain further information, and notifies the District's General Counsel and the Superintendent. When Human Resources (HR) becomes aware that a non-certified employee has been arrested, and if the employee is required to report arrest per Board Policy DH (Local), HR advises the employee's supervisor & assists with appropriate discipline, if necessary. The employee must provide the following items to Human Resources:

1. His/her written account of the incident
2. Any and all arrest &/or court documents

A review committee meeting is convened, consisting of the district's legal counsel and appropriate Human Resources administrators. The committee will review the case, using the established process, and make recommendations based on the nature/severity of offense, level of offense, frequency of offense, and the nature of employee's position. Committee recommendations may include:

- Termination
- Reassignment
- Follow-up only
- "NO DRIVE"
- Other
- No Action

If termination or reassignment is the recommendation of the committee, the Superintendent is notified for action by the Assistant Superintendent of Human Resources.