

1 Great Falls School District

2
3 **PERSONNEL**

5122P

4
5 Federal Background Checks, Fingerprints, and Information Handling Procedure

6
7 All individuals eighteen (18) years of age or older to be volunteers, chaperones, or recommended
8 for hire by the District who will have unsupervised access to students need to be fingerprinted
9 under the National Child Protection Act and Volunteers for Children's Act (NCPA/VCA) and §
10 20-3-323, MCA.

11
12 The District will obtain a signed waiver from all applicants and provide written communication
13 of applicant rights (Applicant Rights and Consent to Fingerprint Form 5122F). The Applicant
14 Rights and Consent to Fingerprint Form will be kept on file for five (5) years or ten (10) years
15 post-employment, whichever is longer. The Department of Justice (DOJ) requires the form to be
16 placed in a separate file cabinet in a locked room.

17
18 Basis to Collect and Submit Fingerprints for Purposes of Federal Background Check

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

25
26 Local Agency Security Officer (LASO)

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

35
36 Access of CHRI

37
38 All background results are received by certified Great Falls Public School employees through the
39 State File Transfer Service. Results are printed and stored in a locked filing cabinet in the Human
40 Resources office until a determination for employment is made. Only authorized personnel that
41 have undergone Privacy and Security Information training have access to printed CHRI.
42

1 Printed background checks are reviewed by authorized Human Resources staff. If any adverse
2 results are present on the background check, it is given to the Human Resources Director for
3 further review and a determination form is completed when applicable. Appropriate personnel
4 are notified of hiring eligibility by the Human Resources Director. The CHRI is then maintained
5 in a sealed envelope in a locked room.

6 7 Determination Procedures 8

9 Personnel staff that have been trained by CRISS and granted access to CHRI will receive the
10 background results through their Montana State File Transfer account.

- 11
- 12 • Results are reviewed for determination of eligibility to hire.
 - 13 • Any adverse reports are communicated to the appropriate administrator.
 - 14 • Determination is noted on a determination form and kept in a file cabinet in a locked
15 room.

16 17 Retention and Storage Procedure 18

19 All CHRI is stored in a filing cabinet in a locked room within the Human Resources office. Only
20 authorized Great Falls Public Schools employees, as noted in this policy, have access to this
21 information. Only authorized personnel are present during the determination process when the
22 criminal record is being reviewed.

23
24 Printed CHRI is kept for the length of employment and then destroyed as outlined in the
25 Destruction Procedure in this policy.

26
27 Dissemination Logs are maintained for a period of three (3) years from the date of dissemination
28 or between audits, and the Application Rights and Consent to Fingerprint Form is maintained for
29 at least five (5) years or ten (10) years post-employment, whichever is longer.

30 31 Dissemination Procedure 32

33 Applicants wishing to obtain a copy of their background report may make a request to the
34 authorized Human Resources staff. Current government photo identification must be presented at
35 the time of the request. A copy of the background report is made and marked as a “copy” and
36 provided to the applicant. The dissemination is then logged. Dissemination logs include: what
37 record was shared, the date it was shared, the method of sharing, and the agency personnel that
38 shared the record. The dissemination log is stored in a filing cabinet in a locked room for at least
39 three (3) years or between audits, whichever is longer.

40 41 Destruction Procedure 42

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

3 4 Applicant Procedures for Challenging or Correcting Their Record

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6 Applicants wishing to challenge their record are advised how to obtain a copy of their
7 background report.

8
9 The applicant is then given thirty (30) calendar days to show proof of corrections. After the
10 allotted time, the applicant must then provide the District with a copy of the corrected
11 background report provided by and notarized by the State Identification Bureau, or conformant
12 stamped by the appropriate court. Any fees associated for obtaining background reports will be
13 the responsibility of the applicant.

14 15 Policy and Procedures for Misuse of CHRI

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

23 24 Training Procedure

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- 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
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31 Cross Reference

32 Policy 1000	Legal Status, Operation, and Organization
33 Policy 1512	Conflict of Interest
34 Policy 1521	Board-Superintendent Relationship
35 Policy 5122	Fingerprints and Criminal Background Investigations
36 Policy 5122F	Applicant Rights and Consent to Fingerprint

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38 Legal References:

39 § 20-3-323, MCA	District Policy and Record of Acts
40 § 20-3-324, MCA	Powers and Duties
41 § 20-4-202, MCA	Teacher and Specialist Certification Registration
42 § 39-29-102, MCS	Point Preference or Alternative Preference in Initial Hiring for Certain
43	Applicants – Substantially Equivalent Selection Procedure
44 § 44-5-301, MCA	Dissemination of Public Criminal Justice Information

- 1 § 44-5-302, MCA Dissemination of Criminal History Record Information That is Not Public
- 2 Criminal Justice Information
- 3 § 44-5-303, MCA Dissemination of Confidential Criminal Justice Information – Procedure
- 4 for Dissemination Through Court
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6 Policy History

- 7 Adopted on: September 9, 2019
- 8 Revised on: September 27, 2021
- 9 Revised on: January 26, 2026