

NORTH BRANFORD BOARD OF EDUCATION

SERIES 2000: PERSONNEL

P2010

SECURITY CHECK/FINGERPRINTING

Each applicant for a position with the North Branford Public Schools, including applicants transferring from another Connecticut school district, shall be asked whether the applicant has ever been convicted of a crime and whether there are any criminal charges pending against the applicant at the time of application. Each person hired by the North Branford Public Schools shall be required to submit to state and national criminal record checks. In order to process such record checks, the following procedure will be followed:

1. No later than ten (10) calendar days after the superintendent (or his/her designee) has notified a job applicant of a decision to hire the applicant, or as soon thereafter as practicable, the superintendent will supply the applicant with a packet containing all documents and materials necessary for the applicant to be fingerprinted by the local police department or the local Regional Educational Service Center.
2. No later than ten (10) calendar days after the superintendent has provided the successful job applicant with the fingerprinting packet, the applicant must arrange to be fingerprinted by the local police department. Failure of the applicant to have his/her fingerprints taken within such ten-day (10-day) period, without good cause, will be grounds for the withdrawal of the offer of employment.
3. A candidate shall not begin employment prior to being fingerprinted. If unprocessed fingerprinting cards are returned to the superintendent due to illegible impressions or other reason, it will be the responsibility of the applicant/employee to be re-fingerprinted within ten (10) calendar days.
4. Any person for whom criminal records checks are required to be performed pursuant to this policy must pay all fees and costs associated with the fingerprinting process and/or the submission or processing of the requests for criminal record checks.
5. Upon receipt of a criminal record check indicating a previously undisclosed conviction, the superintendent or the superintendent's designee will notify the affected applicant/employee of the results of the record check and will provide an opportunity for the affected applicant/employee to respond to the results of the criminal record check.

6. Decisions regarding the effect of a conviction upon the employment of an applicant/employee, whether disclosed or undisclosed by the applicant/employee, will be made on a case-by-case basis. If a decision is made not to continue or offer employment on the basis of the criminal record checks, the Board of Education will notify the State Department of Education.

Notwithstanding the foregoing, the falsification or omission of any information on a job application or in a job interview, including but not limited to information concerning criminal convictions or pending criminal charges, shall be grounds for disqualification from consideration for employment or discharge from employment.

Legal References: C.G.S. §10-221d (Criminal history record checks of school personnel. Fingerprinting. Termination or dismissal.)
See also Policy 3080

Policy Adopted: 4/15/04