

**BOARD POLICY
CRIMINAL BACKGROUND CHECK**

CODE: GAK(1)

A criminal record check will be conducted at or prior to employment on every person who is employed by Okefenokee RESA for the first time to fill either a full-time or part-time certified or classified position with the school system. The employee shall be fingerprinted and provide a signed consent form designated by the school system. The form will include the employee's full name, address, social security number and date of birth, based upon the requirement of state law or applicable rule or regulation. A clearance certificate verifying a satisfactory criminal background check may be required based on the requirements of state law and rules of the Professional Standards Commission.

Subsequent criminal records checks shall be conducted on all personnel in accordance with state laws, state board rules, and rules of the Professional Standards Commission. All certified personnel whose employment is continued with the school system shall have a criminal record check, including fingerprinting, made upon any certificate renewal application to the Professional Standards Commission. All classified employees whose employment is continued with the school system shall have subsequent criminal record checks, including fingerprinting, not to exceed every five years using procedures and schedules determined by the Executive Director or designee.

Any cost of such record checks for all personnel shall be paid by the applicant or employee.

Criminal records check information shall be used RESA and its officials and employees only for the purpose of determining whether to grant regular employment, and in any administrative or judicial proceeding calling such employment in question, and shall be stored, restricted, and disposed of in such manner as may be required by federal or state authorities. A breach of confidentiality or the inappropriate use of criminal background check information may constitute a workplace violation and may be grounds for disciplinary action including, but not limited to, termination and/or reporting to the Professional Standards Commission.

Policy Reference Disclaimer: These references are not intended to be part of the policy itself, nor do they indicate the basis or authority for the board to enact this policy. Instead, they are provided as additional resources for those interested in the subject matter of the policy.

Note: The State of Georgia has moved the Georgia Code. This new environment no longer allows us to link directly to the Georgia Code. For example enter 20-02-0211 in the search window and the Georgia Code will appear.

State Reference	Description
O.C.G.A 20-02-0211.1	Clearance certificates issued by the Professional Standards Commission relating to fingerprint and criminal background checks
O.C.G.A. 35-03-0035	Dissemination of criminal history records
O.C.G.A 35-03-0039.1	National Crime Prevention and Privacy Compact; ratification; criminal history records repository
O.C.G.A. 20-02-0211	Annual contract; disqualifying acts; job descriptions

Adopted: August 23, 2017