

## ADMINISTRATIVE GUIDELINES

Special Services, Johnson County and Surrounding Schools

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### **SERIES 500: PERSONNEL**

#### **Section 501: General**

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##### **501.11.3 Personal Background Check**

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In accordance with Board policy, the personal and employment history of each applicant the Executive Director recommends for employment will be thoroughly investigated.

In addition to the information obtained through the employment procedure described in 501.11, a criminal history record check (Expanded) must be conducted. Prior to the candidate's first day of employment, the candidate will be provided with directions for obtaining a Expanded Criminal History Check , which includes a search of records from all Indiana counties in which the applicant resided, all counties in other states in which the applicant resided, and the national sex offender registry or the sex offender registries of all fifty (50) states. This requires the candidate to register online with the Indiana State Police to schedule a fingerprint appointment.

If the Cooperative's investigation and/or criminal history check reveals that a candidate has been involved in some unlawful behavior, such information should be examined in light of:

- A. the nature of the unlawful behavior, e.g. was it a felony or a misdemeanor? did it involve violence? was it sex related? was it child related? etc.;
- B. did the behavior result in a conviction?;
- C. how recently the behavior occurred and the behavior of the candidate in the interim;
- D. the relationship of the behavior to the duties the person would be assuming, if hired;
- E. the likelihood that the candidate would represent a potential threat of injury or loss/damage to property;
- F. the extent that the staff position involves being an exemplar to students and the potential for the presentation of a negative exemplar;
- G. the manner in which the information came to the Cooperative's attention, i.e. offered by the candidate or reported through an investigation.

The final decision concerning the employment (or possible discharge if the information comes to light after employment) will be made by the Executive Director of the Cooperative.