

The procedures outlined below must be followed by any individual who is required to successfully complete a Criminal History Records Check as defined in Policy GBCD.

### **Employees**

All individuals offered conditional employment must meet with the Human Resources Manager, or applicable staff member, to initiate the submission of a fingerprint card and a notarized Criminal Record Release Authorization Form in accordance with RSA 189:13-a.

Final offer of employment is contingent upon successful completion of the Criminal History Record Check, with results which are satisfactory to the District. No individual will begin employment until a final offer of employment is made.

### **Designated Volunteers**

All volunteers in this category (as defined in Policy IJOC – Volunteers) will be required to submit a fingerprint card and a notarized Criminal Record Release Authorization Form through the Human Resources Office.

Upon approval of the Volunteer Service Agreement, the building principal or designee will forward a copy of the Volunteer Service Agreement to the SAU. The Human Resources Office will contact the volunteer to initiate the submission of a fingerprint card and a notarized Criminal Record Release Authorization Form.

Volunteers will be permitted to begin volunteer service within the Jaffrey-Rindge Cooperative School District once the process has been initiated. Continuation of the service is entirely conditioned upon the successful completion of the Criminal History Records Check with results which are satisfactory to the District.

### **Student Teachers and Interns**

Students completing a practicum, internship or student teaching assignment affiliated with a college or university are required to complete the Criminal History Records Check process at the student's expense. Administrators of the schools "hosting" students will be responsible for the completion of the Student Teacher/Intern Service Agreement.

Upon approval of the Student Teacher/Intern Service Agreement, the building principal or designee will forward a copy of the Student Teacher/Intern Service Agreement to the SAU. The Human Resources Office will contact the student teacher/intern to initiate the submission of a fingerprint card and a notarized Criminal Record Release Authorization Form.

Student teachers and interns will be allowed to begin the assignment within the Jaffrey-Rindge Cooperative School District once the Criminal History Records Check process has been initiated. Continuation of the assignment is entirely conditioned upon the successful completion of the Criminal History Records Check.

### **Contractors**

The contractor is responsible to provide a letter to the Superintendent, on company letterhead, confirming successful completion of the Criminal History Records Check process for all employees of the contractor, as required in Policy GBCD, at the sole expense of the contractor. Upon approval of the contract, the district administrator requiring the contracted services will be

responsible to ensure the receipt of the written notification. A copy of the letter will be forwarded to the Human Resources Manager for retention as appropriate. Notice of this requirement must be included in all invitation to bid specifications. No contractor or employee of a contractor may begin providing services until successful completion of the Criminal History Record Check.

### **Completion of Criminal History Record Check**

The Human Resource Office shall submit the criminal history records release form to the New Hampshire state police, which shall conduct the criminal history records check through its records and through the Federal Bureau of Investigation. The Human Resource Office shall provide the state police with a list of crimes which the District considers as disqualifiers for employment or volunteer service.

### **Successful Completion**

Successful completion of the process is achieved when written communication is received from the New Hampshire State Police that there are no charges pending disposition or convictions of any of the felonies listed in Policy GBCD. If the individual has been convicted of ANY other felony, the Superintendent will determine, on a case-by-case basis whether the individual should be disqualified from employment or volunteer service.

If fingerprint cards are rejected due to processing error or quality of prints, the individual is required to resubmit fingerprints in no more than 15 days from notification of the rejection. If after two attempts, the fingerprints are invalid due to insufficient pattern, the District will accept a "letter of good standing", as allowed by RSA 189:13-a, from the local Police Department. This letter must come from the local Police Department(s) where the applicant currently resides and has resided within the past five (5) years. The individual is required to provide all pertinent information to the Human Resources Office and/or the Police Department as necessary to complete this process.

### **Retention of Criminal Record Information**

The District shall maintain the confidentiality of all criminal record information obtained pursuant to this policy. If the criminal records history check indicates no criminal record, the District shall destroy the information received immediately following its review. If the criminal records history check reveals any felony conviction or charges pending disposition for or a conviction of any of the crimes listed in Policy GBCD, the District shall destroy the information received immediately following its review and determination, but in no event more than thirty (30) days after receipt.