

Policy 2.016 Security Check/Fingerprinting

It is the intent of Cooperative Educational Services (C.E.S.) to maintain a safe work environment for its students and employees. Therefore all newly hired C.E.S. employees must submit to being fingerprinted and a Department of Children and Families (DCF) Background Check.

Procedure:

1. No later than ten (10) calendar days after the Executive Director or designee has notified a job applicant of a decision to hire the applicant, or as soon thereafter as practicable, the applicant will be directed to be fingerprinted by C.E.S. and complete paperwork for a DCF Background Check. The pending successful applicant will be provided, in writing, The Connecticut Department of Emergency Services and Public Protection's Agency Privacy Requirements for Noncriminal Justice Applicants, Non-Criminal Justice Applicant's Privacy Rights, and the Federal Bureau of Investigation (FBI) and United States Department of Justice (DOJ) Privacy Act Statement prior to being fingerprinted. When possible, fingerprinting and the DCF Background Check will be completed prior to the job applicant's first day of employment.
2. Failure of the applicant to have his/her fingerprints taken or authorize a DCF Background Check prior to employment, without good cause, will be grounds for the withdrawal of the offer of employment or termination of actual employment.
3. C.E.S. will waive the fingerprint fee for all internal candidates for employment and all parent volunteers.
4. Upon receipt of a criminal record check or DCF background check, indicating a previously undisclosed conviction or existence on the Child Abuse Registry, the Executive Director or his/her designee will notify the affected applicant/employee in writing of the results of the record check, the process for challenging the record with the FBI and/or DCF, and will provide an opportunity for the affected applicant/employee to respond to the results of the criminal record and/or background check. A copy of the FBI Criminal Record Check may be provided to the job applicant/employee. The affected applicant/employee will be provided reasonable time to respond to the results of the record and background check. In the case of an undisclosed felony, C.E.S. will place the employee on unpaid leave for the duration of the employee response (48 hours). Barring evidence to the contrary within 48 hours, the employee will be terminated.
5. Decisions regarding the effect of a conviction or a pending charge upon an applicant/employee, whether disclosed or undisclosed by the applicant/employee, will be made on a case-by-case basis. 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.

6. C.E.S. will use the criminal record and background check record solely for the purpose requested and will not disseminate the records outside the receiving department, or the authorized entity. All records will be handled with confidentiality.

Legal Reference: Connecticut General Statutes
10-221d Criminal history records checks of school personnel.
Fingerprinting. Termination or dismissed (as amended by PA 01-173)
P.A. 16-67 Act Concerning the Disclosure of Certain Education Personnel
Records, Criminal Penalties for Threatening In Educational Settings and the
Exclusion of a Minor's Name from Summary Process Complaints

POLICY ADOPTED: April 7, 2016
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