

### **CRIMINAL RECORDS SEARCHES**

It shall be the policy of the technology center that it will obtain the results of a national criminal history record check (“record check”), as defined by OKLA. STAT. tit. 74, § 150.9, of every prospective employee and conduct an annual search of the Oklahoma Sex Offender, Mary Ripsey Violent Crime Offender Registries and Motor Vehicle Records with respect to all employees who offer or provide services to children, including but not limited to secondary students.

The provisions of this policy shall not apply to school district employees hired on a part-time or temporary basis for the instruction of adult students only. The district may waive an initial criminal records check for any employee who has obtained certification from the Oklahoma State Department of Education within the past twelve (12) months.

#### Felony Record Search of Prospective Employees

During the first interview with each employment applicant, the technology center will advise the applicant that:

1. The technology center requires a record check of every prospective employee as a condition of employment;
2. To enable technology center to request the search and obtain the results, the applicant must complete and sign an authorization and release form provided by the technology center;
3. The technology center will only request a felony record search if the superintendent recommends employment of the applicant;
4. If the superintendent recommends employment of the applicant, the applicant must pay the search fee, and upon bringing back a receipt from Identogo, will be reimbursed for search fee
6. If the superintendent recommends employment of the applicant, the applicant must permit himself/herself to be fingerprinted, if applicable, provide a social security number and provide any other information necessary to facilitate the felony record search; and
7. The applicant, if placed on duty prior to receipt of the felony search results, will be classified as a temporary employee until the technology center is notified that the search is clear of any felony conviction(s) within the past ten (10) years, or at any time if the conviction shows a tendency to be a danger to the health/safety of students or if the conviction indicates a potential conflict with the duties to be performed by the applicant. All felony record searches will be made in compliance with the Federal Fair Credit Reporting Act.