



Department: Human Resources
Policy Number: HUM-A004
Effective Date: 8/5/09

ADMINISTRATIVE POLICY

The online version of this policy is official.
Therefore, all printed versions of this
document are unofficial copies.

EMPLOYEE & NON-CONTRACTED EMPLOYEE BACKGROUND INVESTIGATIONS

To ensure the safety and welfare of all students and staff, hires of the Clarksville-Montgomery County School System will have a background investigation conducted, which includes being fingerprinted. The cost of the investigation will be borne by the applicant and will be deducted in equal amounts from the first two paychecks.

All employees must be reprinted every five (5) years pursuant to T.C.A. §49-5-413. Effective July 1, 2018, CMCSS will be covering the cost of fingerprinting for existing employees, when completing the 5 year reprint.

Use and Dissemination of Criminal History Record Information (CHRI)

Fingerprints shall be submitted with all requests for criminal history record checks for non-criminal justice purposes. Tennessee and FBI Criminal History Record Information (CHRI) obtained by the District shall be solely used to verify criminal violation(s) and shall not be disseminated to others except as provided by law. Results shall be considered confidential and only accessible to authorized District personnel as deemed necessary by the Chief Human Resources Officer (CHRO). CHRI shall only be accessed by authorized personnel in the performance of their duties and shall never be released to the public.

Training regarding CHRI

All persons directly associated with accessing, maintaining, processing, disseminating or destroying CHRI will be trained using the Tennessee Crime Information Center's "Tennessee Guide for Non-Criminal Justice Agencies" as provided by the State of Tennessee. Such training provides those with access to CHRI with a working knowledge of federal and state laws and regulations governing the security and processing of criminal history information. The CHRO is responsible for ensuring that authorized personnel receive such training within 60 days of employment or job assignment and a refresher training every three years.

Retention Security and Disposal of CHRI

The CHRO has developed a procedure to ensure that CHRI is stored in a secure location ([HUM-P016](#)).

Misuse of CHRI

Employees who misuse CHRI or violate this policy shall be subject to disciplinary action up to and including termination. Any employee with knowledge of misuse shall immediately report a violation to the CHRO.

Associated Documents: T.C.A. §49-5-406(a)(1)
 T.C.A. §49-5-413(a)(c)
 42 U.S.C. §14616
 28 U.S.C. §534



Implementing Procedures: [HUM-P003](#) New Hire In-Processing

[HUM-P016](#) Background Verification Procedure

[HUM-P039](#) Requesting a Background Check for Specialized Groups

Revision History:

<u>Date:</u>	<u>Rev.</u>	<u>Description of Revision:</u>
9/07/04		Initial Release
8/5/09	A	Change All new employees to All <u>hires</u> in the first paragraph.
12/3/12	B	Review - no changes to policy, update of format and logo.
9/18/15	C	Added state law content. Para 2-4.
3/8/16		Reviewed, no changes.
8/20/18	D	Added "Employee and Non-contracted employee" to title. Added HUM-P039 as an associated document.
11/26/18	E	Para. 2, replaced "to the applicant or new hire" with "to others as provided by law".
9/16/19	F	Added "Current employees who have never been fingerprinted will need to be printed. All employees must be reprinted every five (5) years pursuant to T.C.A. §49-5-413. Effective July 1, 2018, CMCSS will be covering the cost of fingerprinting for existing employees." To para 2.
10/22/20	G	Removed "Current employees who have never been fingerprinted will need to be printed." From paragraph 2.
10/6/22	H	Added "when completing the 5 year reprint," to paragraph 2.

***** End of Policy *****