



BACKGROUND VERIFICATION PROCEDURE (HUM-P016)

Clarksville-Montgomery County School System

1.0 SCOPE:

- 1.1 This procedure outlines the process for background verification through fingerprinting for classified, certified, and substitute positions.

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

2.0 RESPONSIBILITY:

- 2.1 Human Resources Department Representative
- 2.2 Chief Human Resources Officer or designee

3.0 APPROVAL AUTHORITY:

- 3.1 Chief Human Resources Officer

4.0 DEFINITIONS:

- 4.1 Tennessee Bureau of Investigation: TBI
- 4.2 Federal Bureau of Investigation: FBI
- 4.3 Human Resources: HR
- 4.4 Chief Human Resources Officer: CHRO
- 4.5 Criminal History Record Information: CHRI

5.0 PROCEDURE:

- 5.1 Certified/Classified Representative receives recommendation to hire new employee.
 - 5.1.1 For Student Observation/Teaching background checks follow procedure ([HUM-P038](#)).
 - 5.1.2 For School Support Organizations, Volunteer Coaches, Grant positions, Bus Driver Training, and Others as identified by the CHRO follow procedure ([HUM-P039](#)).
- 5.2 Certified or Classified Representative emails applicant instructions to schedule their TBI/FBI fingerprint appointment with IdentoGo, and this must be completed prior to their onboarding date
 - 5.2.1 Staffing Agency handles the registration for cafeteria substitutes for CMCSS and the HR Department Representative receives the results.
 - 5.2.2 CMCSS Substitute Program handles the registration for teacher substitutes and the HR Department Representative receives the results.
- 5.3 The Enrollment Officer at the approved fingerprinting location will check applicant ID, verify information, verify payment, capture fingerprints, and submit data.



BACKGROUND VERIFICATION PROCEDURE (HUM-P016)

Clarksville-Montgomery County School System

-
- 5.3.1 Applicant will receive a receipt at the end of the fingerprinting session, which can be provided to agency for proof of fingerprinting if needed.
 - 5.4 Once the applicant is fingerprinted at the approved fingerprinting location, HR Department Representative or designee will run a TBI daily report for results, and will notify appropriate parties of applicants who are eligible for hire. Hiring decisions are contingent upon satisfactory background check results ([HUM-P003](#)).
 - 5.4.1 If there is a history on the individual, the HR Department Representative or designee requests qualifying information from the individual and passes it on to the Chief Human Resource Officer or designee. Upon review, the Chief Human Resources Officer/Designee, make the decision whether to employ or not.
 - 5.5 The HR Department Representative will notify appropriate parties of the Chief Human Resources Officer/Designee's decision on employment.
 - 5.6 Areas in which CHRI is processed and handled shall be restricted to authorized personnel identified by the CHRO and listed as responsible parties in this procedure. The area shall be out of the view of the public and unauthorized personnel. The CHRO shall maintain a list of all employees who have access to, can process, disseminate, and/or destroy CHRI. When CHRI is no longer needed, it shall be destroyed by shredding or other method rendering the information unreadable. Record destruction must be conducted pursuant to the direction and supervision of the CHRO.

6.0 ASSOCIATED DOCUMENTS:

- 6.1 Background Investigations Policy ([HUM-A004](#))
- 6.2 New Hire In-Processing Procedure ([HUM-P003](#))
- 6.3 TBI/FBI results sheet (Tennessee Bureau of Investigation Form)
- 6.4 Fingerprint Two Spreadsheet
- 6.5 Fingerprint Form ([HUM-F034](#))
- 6.6 Student Observations/teaching ([HUM-P038](#))
- 6.7 Requesting a Background Check For Specialized Groups ([HUM-P039](#))

7.0 RECORD RETENTION TABLE:

Identification	Storage	Retention	Disposition	Protection
----------------	---------	-----------	-------------	------------



BACKGROUND VERIFICATION PROCEDURE (HUM-P016)

Clarksville-Montgomery County School System

TBI/FBI results sheet	Computer Prior to 2011 – File Cabinet/Vault	Indefinitely	Permanent	Secured Office
Fingerprint Two Spreadsheet	Computer	Perpetual	Permanent	Secure Hard Drive
Fingerprint Form	HR Office	One Month	Shred	Secured Office

8.0 REVISION HISTORY:

<u>Date:</u>	<u>Rev.</u>	<u>Description of Revision:</u>
5/12/05		Initial Release
2/20/07	A	Change Indentix Fingerprinting to Integrity International Security, clarify 5.2.1, update flowchart.
9/03/08	B	Change Police Department to DCS Website and Abuse Registry in 5.4, update flowchart to reflect same
12/03/08	C	Change 5.2 to read if fingerprints are not completed within 5 business days, update flowchart
10/11/12	D	Add new 5.1, HR staff schedules fingerprint appointment... 5.2 changed hired to recommend. Delete reminder to employee.
4/21/14	E	Transfer of Work Instruction into the procedure
3/26/15	F	Update 5.2.1, and 5.2.2
9/18/15	G	Changes throughout. Please see revision F for details.
3/8/16	H	Updated location for fingerprinting to The UPS Store 3424.
11/1/16	I	Updated scope, Removed 4.4, 5.11 replaced TAPS response with employment status.
3/10/17	J	5.10 removed TAPS response and added TBI daily report. 5.10.2 removed "two" from spreadsheet title. 5.11 added certified, clarified daily tracking, removed last sentence.
3/22/17	K	5.12 added backup statement. Updated spreadsheet name throughout to Fingerprints Two.
7/24/18	L	4.3 added school support organizations. Added 5.1.2 and 5.1.3. Updated associated documents.
12/14/18	M	Replaced UPS store 3424 with "approved fingerprinting location" throughout procedure.
6/10/19	N	Removed 2.3. Replaced "administrative assistant" with "certified/classified associate" throughout procedure. Updated procedure to reflect that



BACKGROUND VERIFICATION PROCEDURE (HUM-P016)

Clarksville-Montgomery County School System

		applicants are now responsible for completing their fingerprinting. 5.10, updated address. Removed 5.11.1. Updated hyperlinks.
7/28/21	O	Removed references to dated websites and directions to schedule fingerprinting appointments.
7/14/23	P	Updated titles throughout to Human Resources Department Representative. Updated steps to reflect the current process in steps 5.4 and 5.5.

9.0 FLOWCHART:

9.1 A flowchart detailing this process can be found below.

*** * * E n d o f P r o c e d u r e * * ***

BACKGROUND VERIFICATION PROCEDURE (HUM-P016)

Clarksville-Montgomery County School System

