



REQUESTING A BACKGROUND CHECK FOR SPECIALIZED GROUPS HUM-P039

Clarksville-Montgomery County School System

1.0 SCOPE:

- 1.1 This procedure outlines the process for background requests for positions including: SSO & Volunteer coaches, grant positions, bus driver training, and others as identified by the CHRO.

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

2.0 RESPONSIBILITY:

- 2.1 Program Administrator/Supervisor
- 2.2 Human Resources Department Representative
- 2.3 Chief Human Resources Officer or Designee
- 2.4 Human Resources General Counsel

3.0 APPROVAL AUTHORITY:

- 3.1 Chief Human Resources Officer

4.0 DEFINITIONS:

- 4.1 Chief Human Resources Officer: CHRO
- 4.2 Federal Bureau of Investigation: FBI
- 4.3 Tennessee Bureau of Investigation: TBI
- 4.4 Human Resources: HR
- 4.5 School Support Organization: SSO

5.0 PROCEDURE:

- 5.1 Program Administrator/Supervisor and applicant will complete form [HUM-F090](#).
- 5.2 Applicant will complete form [HUM-F034](#) and [HUM-F090](#).
- 5.3 Program Administrator/Supervisor will provide HR Department Representative with completed forms [HUM-F034](#) and [HUM-F090](#).
- 5.4 HR Department Representative will schedule applicant's fingerprint appointment and communicate time/date of appointment via applicant's email.
- 5.5 Procedures regarding fingerprint results and review will be followed as outlined in [HUM-P016](#).
- 5.6 Upon approval, the HR Department Representative will indicate on [HUM-F090](#) whether the applicant is approved to proceed, or if the applicant's process ends. The requesting Program Administrator/Supervisor will be provided a copy of the completed form.



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- 5.7 HR Department Representative will store a copy of form [HUM-F090](#), in a folder. If a personnel file exists, an additional copy will be included with employment documentation.

6.0 ASSOCIATED DOCUMENTS:

- 6.1 [HUM-F034](#) Fingerprint Form
- 6.2 [HUM-F089](#) Noncriminal Justice Applicants Privacy Rights
- 6.3 [HUM-F090](#) Agency-Supervisor Requesting a Background Check
- 6.4 [HUM-P016](#) Background Verification Procedure

7.0 RECORD RETENTION TABLE:

<u>Identification</u>	<u>Storage</u>	<u>Retention</u>	<u>Disposition</u>	<u>Protection</u>
Fingerprint Form (HUM-F034)	HR Office	One Month	Shred	Secured Office
Requesting A Background Check (HUM-F090)	HR Office/Computer	Indefinitely	Permanent	Secured Office

8.0 REVISION HISTORY:

<u>Date:</u>	<u>Rev.</u>	<u>Description of Revision:</u>
8/23/16		Initial Release
10/19/16	A	5.7 Removed "electronically" and added HUM-F090 will be stored in a file folder.
11/16/16	B	Removed "student teacher/observation" from scope. Updated associated documents. Removed Non-Criminal Justice Applicant's Rights from retention table.
7/24/18	C	1.1, added SSO and Volunteer coaches. Added 4.5, school support organization.
10/20/22	D	Changed "HR Administrative Assistant" to "HR Department Representative."
9/8/23	E	Added that Form HUM-F090 will be completed by the applicant.



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