

# DANBURY PUBLIC SCHOOLS

Danbury, Connecticut

## POLICY

### ***FINGERPRINTING AND CRIMINAL RECORD CHECK***

Adopted: 10/27/99

Policy No. 4-101

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Each applicant for a position with the district shall be asked whether they have ever been convicted of a crime and whether there are any criminal changes pending against them at the time of application.

Each person hired by the district shall be required to submit to state and national criminal record checks. Record checks will be processed according to the following procedure:

1. Prior to the first day of employment, after the Superintendent or designee has notified a job applicant of a decision to hire the applicant, or as soon thereafter as practicable, the Superintendent will supply the applicant with a packet containing all documents and materials necessary for the applicant to be fingerprinted by the Personnel Department or by the Danbury Police Department/Resident Trooper/State Police Troop for the town in which the successful applicant resides. This packet shall also contain all documents and materials necessary for the Personnel Department or the Police Department to submit the completed fingerprints to the State Police Bureau of Identification for the processing of state and national criminal record checks.
2. No later than ten calendar days after the Superintendent has provided the successful job applicant with the fingerprinting packet, the applicant must arrange to be fingerprinted by the Personnel Department or by the Danbury Police Department/Resident Trooper/State Police Troop for the town in which the successful applicant resides. Failure of the applicant to have their fingerprints taken within such ten-day period, without good cause, will be grounds for the withdrawal of the offer of employment.
3. Any person for whom criminal records checks are required to be performed pursuant to this policy must pay all fees and costs associated with the fingerprinting process and/or the submission of processing of the requests for criminal record checks.
4. Upon receipt of a criminal record check indicating a previously undisclosed conviction, the Superintendent or his/her designee will notify the affected applicant/employee in writing of the results of the record check and will provide an opportunity for the affected applicant/employee to respond to the results of a criminal record check.

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5. Decisions regarding the effect of a conviction 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.

**GUEST TEACHERS**

A guest teacher who is hired by the district must submit to state and national criminal history record checks according to the procedures outlined above, subject to the following:

1. If the state and national criminal history record checks for a guest teacher have been completed within 1 year prior to the date by a RESC, and if the guest teacher arranged for such prior criminal history record checks to be forward to the Superintendent, then the guest teacher will not be required to submit to another criminal history record check at the time of such hire.
2. If a guest teacher submitted to state and national criminal history record checks upon being hired by the district, then the guest teacher will not be required to submit to another criminal history record check so long as the guest teacher is continuously employed by the district, that is, employed for at least one day of each school year, by the district.

**POLICY INAPPLICABLE TO OPERATORS OF SCHOOL TRANSPORTATION VEHICLES**

This policy shall not apply to an operator of a school transportation vehicle who is already required to submit to a criminal history records check pursuant to Connecticut General Statutes § 14-44 (d).