

Background Checks on Employees and Volunteers

The board believes in hiring and using quality employees and volunteers and supports appropriate background checks for all employees and volunteers to promote staff and student safety. Therefore, the Board authorizes the Chief Administrator or Designee to access and review specific information for each applicant for employment, each applicant to volunteer, every current employee and every current volunteer pursuant to this policy.

Applicants for Employment

For every applicant for employment with Central Rivers AEA, the Chief Administrator or Designee shall access and review certain background information for the applicant prior to hiring the applicant. The Chief Administrator or Designee shall access and review background information regarding the applicant from the following sources:

1. The Iowa court information system available to the general public;
2. The sex offender registry system available to the general public (after hired);
3. The central registry for child abuse information (after hired);
4. The central registry for dependent adult abuse information(after hired); and
5. The national criminal history database(after hired) (*NOTE: the check of this database is not required for non-teacher employees.*)

The Chief Administrator or Designee may utilize a background check service that meets the requirements of law to access this information.

If required by law, the Chief Administrator or Designee shall also obtain the applicant's fingerprints and submit the fingerprints to the federal bureau of investigation for a national criminal history record check. (*NOTE: the Agency is required to obtain the fingerprints of teachers with a license that is not an initial license and any employees of a District-run preschool upon hire.*)

The Chief Administrator or Designee may perform an "initial hire" background check even if the Board of Educational Examiners (BOEE) has recently conducted a background check of the applicant. The applicant for employment shall not be charged for said background check, except as otherwise stated in this policy and/or permitted by law. If the applicant is an employee who holds a license through the BOEE other than an initial license, the applicant may be charged a fee not to exceed the actual cost incurred by and/or charged to the Agency for the state and national criminal history checks and registry checks required under Iowa law.

An applicant for employment who is listed on the sex offender registry, the central registry for child abuse information or the central registry for dependent adult abuse information or who has engaged in other behavior that may affect the applicant's position with the Agency, as provided in the Iowa court information system or the national criminal history database, shall not be considered for employment with the Agency.

Current Employees

For every current employee employed by the Agency the Chief Administrator or Designee shall access and review certain background information regarding the employee at least every five (5)

years. The Chief Administrator or Designee shall access and review background information regarding the employee from the following sources:

1. The Iowa court information system available to the general public;
2. The sex offender registry system available to the general public;
3. The central registry for child abuse information;
4. The central registry for dependent adult abuse information; and
5. The national criminal history database. (*NOTE: the check of this database is not required for non-teacher employees.*)

The Chief Administrator or Designee may utilize a background check service that meets the requirements of law to access this information.

The Chief Administrator or Designee shall access and review the above background check information regarding the employee at least every five (5) years. For bus drivers the Chief Administrator or Designee shall access and review the above background information regarding the employee at least every five (5) years during the twelve-month period when the employee's license is renewed. For all other employees, the Chief Administrator or Designee shall access and review the above background information regarding the employee at least every five (5) years during the twelve-month period preceding every fifth-year anniversary of the employee's date of hire. (*For example, for an employee hired on July 1, 2010, the Chief Administrator or Designee shall access and review the background information for that employee anytime from July 1, 2014 to June 30, 2015; anytime from July 1, 2019 to June 30, 2020; anytime from July 1, 2024 to June 30, 2025; etc.*). The Chief Administrator or Designee shall establish a schedule to review current employee's background information.

The Chief Administrator or Designee is not required to conduct background checks for current employees who are licensed with the BOEE and who have undergone certificate-renewal background checks through the BOEE. The Chief Administrator or Designee may rely upon the certificate-renewal background checks conducted by the BOEE for current employees licensed by the BOEE. (*NOTE: The Agency should determine whether it wants to allow the Chief Administrator or Designee to rely upon the BOEE's renewal background check or if it wants to conduct its own on an ongoing basis. If the Agency relies upon the BOEE's background check, the Agency will not check for teachers, paraprofessionals, administrators or school business officials*).

The employee shall not be charged for said background check, except as otherwise stated in this policy and/or permitted by law. If the employee holds a license through BOEE other than an initial license, the applicant may be charged a fee not to exceed the actual cost incurred by and/or charged to the Agency for the state and national criminal history checks and registry checks required under Iowa law.

An employee who is listed on the sex offender registry, the central registry for child abuse information or the central registry for dependent adult abuse information or *who has engaged in other behavior that may affect the employee's position with the district, as revealed and documented by the background check*, shall be subject to immediate suspension from the employee's duties, pending a termination hearing that shall be conducted pursuant to applicable Iowa law.

Volunteers

For every individual who wishes to volunteer with the Agency, the Chief Administrator or Designee shall access and review certain background information for the volunteer prior to using the volunteer. The Chief Administrator or Designee shall access and review background information regarding the volunteer from the following sources:

1. The Iowa court information system available to the general public.

The Chief Administrator or Designee may utilize a background check service that meets the requirements of the law to access this information.

The Chief Administrator or Designee will re-check the background information for the volunteer as necessary and/or appropriate.

The volunteer may be charged a fee not to exceed the actual cost incurred by and/or charged to the Agency for the state and national criminal checks and registry checks.

A volunteer who is listed on the sex offender registry, the central registry for child abuse information or the central registry for dependent adult abuse information or who has engaged in other behavior that may affect the volunteer's position with the district, as is revealed and documented by the background check, shall be prohibited from volunteering with the Agency.

Documentation

The Chief Administrator or Designee shall be responsible for maintaining documentation demonstrating compliance with this policy.

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