

CRIMINAL RECORD CHECK PROCESS

Effective December 1, 2016

Criminal Record Check Process

A. In-State Background checks

Including:

- *Volunteers who are not solo with students*
- *Practicum college students who will not be solo with students*
- *Field trip chaperones as applicable to WSSU Field Trip procedures (see attached)*

- 1) Individual completes:
 - a. Vermont Criminal Information Center Vulnerable Populations Program's "Vermont Release Form" (requires notary signature; Liz and Sonia are notaries and will need the individual to provide a photo ID in order to notarize)
 - b. Agency of Human Services' "Consent for Release of Registry Information" form
- 2) Submit both completed forms to Executive Supervisory Union Assistant who will process them online.
- 3) For all individuals who are cleared as volunteers, please add them to the current year Volunteer Listing spreadsheet (Access through the S: drive then "WSSU_DB" then "Volunteers" folder). The footer will automatically update the revision date with the current date.
- 4) Email the updated spreadsheet to the designated administrative assistants and building administrator for each school and list in the email who the addition(s) are for easy reference.

Please Note:

- If a record exists, speak with Superintendent to determine if there are any restrictions for the individual.

B. Fingerprint-Supported Background Checks

Including:

- *All employees*
- *All substitutes*
- *All coaches*
- *All Student Teachers*
- *Overnight and Out-of-Country Field Trip Chaperones*
- *Volunteers that may be solo with students*

- 1) Individual completes:
 - a. Vermont Criminal Information Center's Fingerprint Authorization Certificate
 - b. "Request for Criminal Record Check" form
 - c. Agency of Human Services' "Consent for Release of Registry Information" form

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- 2) The HR specialist will verify identity and sign off on “Fingerprint Authorization Certificate” and “Request for Criminal Record Check” form
- 3) Provide individual copy of “Identification Center Information” packet
- 4) Fee will be \$25 for the fingerprints (paid directly to sheriff’s department); individual should return receipt.
- 5) “Consent for Release of Registry Information” will be processed online by the HR Specialist
- 6) Log the information in the confidential Criminal Record Check Request section of the Criminal Record Check binder.
- 7) Once fully approved, appropriate administrator is notified of clearance for individual.
- 8) Once the individual has worked, a \$15.00 reimbursement for fingerprints can be processed.

Please note:

- If an individual has had their fingerprints taken for another district within the past three years and has been working continuously in that timeframe without a year or more break in service, the prints can be requested from the original school district via the “Request for Criminal Record Check” form.
- Once the record is received, a notification is sent to the individual indicating whether a record exists or not and offering a copy of the record to be made available.
 - If a record exists, individual may opt to meet with the Superintendent.
- If a record exists, a determination is made by the Superintendent if any restrictions apply.
- All forms received from the Vermont Criminal Information Center will be kept in a locked file for a period of three years.
- The Vermont Criminal Information Center will bill the WSSU office a processing fee per fingerprint request.

Request for Secondary Dissemination of Fingerprints

- 1) When a request for dissemination of fingerprints is received from another school, a copy of the result sheet can be copied and distributed to the requesting school district, per the Vermont Criminal Information Center guidelines.
- 2) Keep a copy of the secondary dissemination request form and attach it to the fingerprint paperwork for the individual before re-filing.
- 3) Log the request in the secondary dissemination section of the Criminal Record Check binder.

Who is included?

- All employees
- All substitutes
- All coaches
- All Student Teachers
- Overnight and Out-of-Country Field Trip Chaperones
- Volunteers that may be solo with students

WASHINGTON SOUTH SUPERVISORY UNION
NORTHFIELD & ROXBURY SCHOOL DISTRICTS

**CRIMINAL RECORD CHECK PROCESS:
FINGERPRINT-SUPPORTED RECORD CHECK**

STEP ONE

- WSSU office provides Criminal Record Check paperwork to individual to complete
- Fingerprint Authorization Certificate
- Request for Record Check
- Child/Adult Abuse Registry Release
- WSSU Designee reviews and verifies the paperwork
- WSSU provides individual with original FAC and retains copy of FAC with remaining documents
- WSSU retains the criminal record check paperwork for a three-year minimum.

STEP TWO

- Individual schedules appointment with Sheriff's Department for fingerprints to be taken.
- Individual provides Sheriff's Department with Fingerprint Authorization Certificate.
- Individual pays \$25.00 fee directly to the Sheriff's Department.

STEP THREE

- Sheriff's Department submits fingerprints to Vermont Criminal Information Center (VCIC) for processing.
- VCIC sends results to WSSU Office.
- Individual is notified of results.
- If a record exists, Superintendent reviews the record and determines if any restrictions are necessary.
- WSSU Office provides individual with a copy of fingerprints upon request.
- VCIC bills WSSU office for processing fee.

Who is included?

*Volunteers who are **not** solo with students
Practicum college students who will **not** be solo with students
Field trip chaperones as applicable to WSSU Field Trip procedures*

WASHINGTON SOUTH SUPERVISORY UNION
NORTHFIELD & ROXBURY SCHOOL DISTRICTS

**CRIMINAL RECORD CHECK PROCESS:
VERMONT RECORD CHECK ONLY**

STEP ONE

- WSSU office provides VT Criminal Record Check paperwork to individual to complete
- FBI National Record Check Release form
- Child/Adult Abuse Registry Release
- WSSU Designee reviews and verifies the paperwork
- WSSU retains all paperwork for processing.
- WSSU retains the criminal record check paperwork for a three-year minimum.

STEP TWO

- WSSU Office designee processes the paperwork online for.
- Individual is notified of results.
- If a record exists, Superintendent reviews the record and determines if any restrictions are necessary.

CRIMINAL RECORD CHECK RETENTION NOTIFICATION

VSA Title 16 requires our supervisory union to confidentially maintain criminal record checks. Our maintenance period, as agreed upon with the Vermont Criminal Information Center (VCIC) is three (3) years, after which time the results of your record check will be destroyed. If you would like the results of your record check to remain on file beyond three (3) years, please sign below.

I, _____,
(print name)

- authorize
- do not authorize

the Washington South Supervisory Union to maintain the results of my criminal record check beyond the three-year retention period, as long as my employment continues with the WSSU.

Signature: _____ Date: _____