

BCI & FBI CRIMINAL CHECKS

Both agencies provide employment checks under the authority of PL 92-544 and NDCC 12-60-24 to our school. These checks, per policy, are to be used solely for making employment determinations. Any other use is unlawful.

NAC – NONCRIMINAL AGENCY COORDINATOR

The Superintendent shall serve as the NAC for the district. He is responsible for all aspects of the background verification process and ensuring policies, procedures and the law are followed.

APPLICATION PROCESS

1. All applicants shall agree to a screening through the application process.
2. The applicant chosen for the position, per policy, shall be notified of the need to complete a BCI and FBI screening by the Superintendent or designee. The purpose of the BCI and FBI screening is to check the criminal history records of the FBI.
3. The applicant chosen for the position must then obtain fingerprint cards and needed documents from the Superintendent.
4. The applicant chosen for the position shall be directed to the Tioga Police Department to complete the fingerprinting process. Other law enforcement agencies may also be used. The future employee shall ask that the law enforcement officials seal the completed fingerprint cards in an envelope to be returned by the applicant chosen for the position.
5. The application and cards shall be checked by the Superintendent for accuracy and clarity before submission.
6. The application and payment, paid by the school district, shall be sent to ND BCI. The school district will mail the application.
7. Letters of determination shall go directly to the NAC upon receipt and shall be opened only by the NAC.
8. Determination shall be made or action taken to remedy an invalid submission per policy (DBAA-AR).
9. The NAC will notify the applicant chosen for the position of his determination only if the information disqualifies him for the position. The information will then be held for 90 days so the individual has the opportunity to review the determination, if desired. No other person is allowed to review the determination.
10. All determination records will be stored in a lock box that is stored in a cabinet inside the vault. The NAC will keep the only key for the box and the combination will not be used.

RECORD RETENTION & DESTRUCTION

The following refer to the CHRI (Criminal History Record Information) files only (NDBCI & FBI).

1. CHRI documents received by mail shall be opened and maintained by only the NAC.

- 2.. All necessary precautions shall be taken to ensure any CHRI records are not left in plain sight of others or left unsecured.
- 3. CHRI documents shall be secured in a locked box in the vault at the District Office. The vault door is kept closed when school is in session and is locked when school is not in session.
- 4. Unless disqualifying information is received on an applicant chosen for the position, the records will be kept for three (3) years.

End of Tioga PSD #15 DBAC-AR.....Amended: February 2020