

## **CRIMINAL HISTORY RECORD CHECK SCREENING PROCEDURE**

Within ten calendar days after an applicant has been notified that the applicant is a final candidate for employment, or as soon thereafter as practicable, the Superintendent or the superintendent's designee shall supply the individual with:

1. A packet containing all materials necessary for the applicant to undergo a criminal history record check screening; and
2. A copy of this procedure.

**The local police** shall take an applicant's fingerprints and collect any other necessary identifying information for all district applicants and employees.

Within ten calendar days after the applicant has been provided with the criminal history record check packet, the applicant shall arrange to be fingerprinted and have any other necessary identifying information collected. Failure of the applicant to meet this deadline without good cause constitutes grounds for disqualification from employment.

The Superintendent or the superintendent's designee shall arrange for **the tentative employee** to return criminal history record check materials to the District.

The Superintendent shall submit the applicant's criminal history record check authorization form, two sets of fingerprints, any other necessary identifying information, and the screening fees to the North Dakota Bureau of Criminal Investigation (BCI) within five calendar days of receiving the applicant's materials or as soon thereafter as practicable.

If BCI rejects an applicant's fingerprints or rejects any identifying information, the applicant shall arrange for a resubmission of the rejected fingerprints or identifying information within five calendar days of receiving the notification of rejection. Failure of the applicant to meet this deadline without good cause constitutes grounds for disqualification from employment.

If the BCI rejects an applicant's fingerprints or identifying information three times, the District reserves the right to request a name-based criminal record check search.

**End of May-Port CG District Administrative Regulation DBAA-AR 07/17**