

## SUPPORT STAFF QUALIFICATIONS AND REQUIREMENTS

### (Fingerprinting Requirements)

An applicant offered employment and a contractor or contractor's employee who will have unsupervised access to students on school premises shall be required to provide **fingerprint cards or** electronic fingerprints to obtain a federal bureau of investigation criminal history record. The public school shall pay the cost of applicants offered employment. A school volunteer, contractor or contractor's employee ~~and shall~~ may be required to pay the cost of obtaining federal bureau of investigation records.

The candidate's fingerprints shall be submitted, along with the form presented as an exhibit to this policy, immediately upon being notified of possible employment. The form shall be considered a part of the application for employment. Convictions of felonies or misdemeanors contained in the federal bureau of investigation record shall be used in accordance with the Criminal Offender Employment Act, provided that other information contained in the federal bureau of investigation record, if supported by independent evidence, may form the basis for the employment decisions for good and just cause.

A person who makes a false statement, representation, or certification in any application for employment with the School District may be denied employment or terminated.

The administration may also conduct a background investigation of current employees if it becomes aware of facts, circumstances, or conduct that indicate(s) an individualized reasonable suspicion that undisclosed aspects of the employee's background might disqualify him or her to continue in employment with the District.

### **Misuse of Criminal History Record Information (CHRI)**

Misuse of Criminal History Record Information (CHRI) is defined as using the information for any purpose other than that allowed by state statute or federal code. Any intentional misuse of CHRI may result in a written warning, loss of access to CHRI, administrative leave, termination of employment, or criminal charges (federal and/or local) per the Security Policy of the Federal Bureau of Investigation (FBI) Criminal Justice Information Systems (CJIS). All information from CHRI shall be handled in accordance with CJIS Security Policy, Information Handling (5.1.1.1); and personnel sanctions shall be in accordance with CJIS Security Policy, Personnel Sanctions (5.12.4). The misuse of CHRI shall be reported to the Department of Public Safety. The specific steps the District will take in the event of intentional misuse of CHRI are delineated in Gadsden Independent School District Board Policy GDQD (G-9300), Discipline, Suspension, Termination and Discharge of Support Staff Members.

*Adopted: January 14, 2016*

LEGAL REF.: 22-10A-5 NMSA (1978)  
6.60.8.7 NMAC  
6.60.8.8 NMAC  
6.60.8.9 NMAC

CROSS REF.: GDG - Part-Time and Substitute Support Staff Employment  
**GADSDEN INDEPENDENT SCHOOL DISTRICT**

